



Position Title: Manager, Membership and Marketing
Status: Full-time (37.5 hours/week), Exempt status
Reports to: Executive Director
Location: Rockville, Maryland (Hybrid – Two days in the office)
Salary Range: \$70,000-\$80,000/year
Date: July 13th, 2025

The **American Association for Anatomy (AAA)** seeks an experienced **Manager of Membership and Marketing** for their full cycle of scientific awards.

About AAA

The **American Association for Anatomy** is the professional home for an international community of biomedical researchers and educators focusing on the structural foundation of health and disease. Our mission is advancing anatomical science through research, education, and professional development. AAA is firmly committed to welcoming, developing and maintaining scientists and educators in a culture that embraces individuals with diverse life experiences. This includes engaging and nurturing a broad representation of individuals who value science and education, regardless of race, ethnicity, religion, national origin, mental or physical ability, age, gender identity or expression, or sexual orientation. Candidates who can contribute to that goal are encouraged to apply and to identify their strengths in this area.

Primary Function: Manages all facets of the association management system (AMS), job board/career center, processing member payments, recruitment and retention campaigns, and other membership project management as needed

Major Duties and Responsibilities:

- Oversees processing of payments for new members and membership renewals.
- Oversees and manages monthly reconciliation of dues revenue.
- Creates new member records and updates existing records.
- Creates and manages new members' onboarding process.
- Respond to member inquiries.
- Provides publisher with regular updates on journal subscribers and resolves subscription- related problems.
- Collaborates with Communications and Marketing on strategies and projects to recruit new members and solicit prospects.
- Manages membership renewal and acquisition campaigns, including dues billing and processing of payments; manages monthly reconciliation.
- Conducts member and customer research as necessary to support the enhancement and development of existing and new programs.
- Serves as staff liaison to the Ambassador Committee and related societies (e.g. the Human Anatomy and Physiology Society, and others).
- Ensures that membership pages on the website contain the most current and accurate membership information
- Develops strategies to collect, diversify, enhance and maintain membership demographic data.
- Creates strong outreach plans for bench scientists for membership and volunteer participation.
- Analyzes and provides monthly dashboard reports on retention and recruiting efforts.

- Travels to AAA's Annual meeting is required.
- Some additional travel required.
- Other duties as assigned.

Skills and Qualifications:

The ideal candidate will be detail-oriented, proactive, diligent, and flexible. Other key qualifications include:

- Bachelor's Degree
- 3-5 years association membership experience, required.
- Passion for marketing and desire to grow within the marketing function.
- Strong integrated marketing campaign and project management skills. Ability to handle multiple projects concurrently and consistently meet deadlines while maintaining high quality of the deliverables.
- Customer Service Orientation
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint) and iMis AMS
- Self-motivated with ability to work under pressure.
- Professionalism in collaborating with the staff team.
- Excellent verbal and written communication skills including grammar, spelling, and proofreading.

Benefits

This position offers a competitive salary with exceptional benefits that include a 403(b)-retirement plan; paid time off; medical, dental and vision insurance plans; flexible spending account; life and short- and long-term disability insurance.

Location

This position is located in Rockville, Maryland and near the Metro and on major bus lines. AAA currently operates on a flexible work schedule with options for telework; some in-office time is required.

To Apply:

For more information and to apply, visit <http://www.faseb.org/employment>. Please send a cover letter, resume, and salary requirements.

Individuals with Disabilities:

If you need an accommodation to complete the application process, please contact FASEB's Human Resources Department at resumes@faseb.org.

To learn more about AAA, please visit www.anatomy.org

AAA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.