

OPEN POSITION

**Director of Membership Development
Division of Meetings and Professional Services**

The American Mathematical Society (AMS), founded in 1888, is a non-profit membership organization that promotes interest and research in mathematics through its publications, meetings, programs, services, advocacy, and outreach activities. The AMS has 30,000 members worldwide and offices in Rhode Island, Michigan, and Washington, DC.

The AMS invites qualified candidates to apply for the position of Director of Membership Development in the Society's Providence, RI headquarters. In cooperation with other AMS staff, this position will develop and implement strategies to recruit and retain individual and institutional members.

Come and be part of an extraordinary collection of talent who support the Society's membership activities.

RESPONSIBILITIES:

- Develop and implement strategies to recruit and retain AMS members, both individual and institutional
- Analyze membership data and strategic planning results, in order to identify the needs of members and potential members
- Monitor membership data and take appropriate follow-up action
- Design and implement efforts to collect additional information about the needs of members and potential members, when necessary
- Assess the dues structure, dues rates, and membership benefits for individuals and institutions and propose changes, when necessary
- Cooperate with other AMS staff on the above and on other membership-related activities
- Engage in outreach to mathematical sciences departments and the mathematical community
- Plan, budget, and implement membership promotion and retention activities at the Joint Mathematics Meetings
- Supervise a Membership Assistant who plans, schedules, and implements specific membership retention and recruitment efforts
- Prepare operating plans, budgets and reports on membership recruitment and retention activities

QUALIFICATIONS:

- Excellent oral and written communication skills
- Ability to conceptualize surveys of members or customers and to draw useful inferences from the results
- Ability to design and implement membership development strategies
- Ability to develop membership recruitment and retention materials, in collaboration with other AMS staff
- Familiarity with non-profit organizations is an asset, but not required

EDUCATION and/or EXPERIENCE:

- Bachelor's degree required
- 5-10 years' experience in marketing, membership, or a related field
- Experience in analyzing and acting upon data about members or customers

The AMS offers excellent benefits including competitive salaries, health and dental, very generous retirement plan contributions and investment options through TIAA-CREF, flexible spending benefit, generous paid leave, paid life insurance, flexible work hours to help provide work/life balance, free parking, a casual and relaxed work environment, computing benefit, tuition assistance, professional development opportunities and much more.

To apply go to: <https://tinyurl.com/hgvnsny>