



DIRECTOR, MEMBERSHIP AND PARTNERSHIP ENGAGEMENT

Level: Director
Status: Exempt
Reports to: President and CEO
Salary: \$75,000- \$80,000 (plus performance incentives)
Location: Medicaid Health Plans of America
1575 I Street NW, Suite 300
Washington, DC 20005

Background:

The Medicaid Health Plans of America (MHPA), the leading trade association of Medicaid managed care organizations, is seeking a full-time fundraising, membership, and partnership professional to help grow the organization while serving the needs of its member health plans. MHPA seeks an individual with the ability to manage relationships and the expectations of MHPA's members and corporate members with a keen customer service-focused, can-do positive attitude with a Bachelor's degree and a minimum of four years of experience. The individual must commit to learning the Medicaid program and be laser-focused on managed care's value proposition.

Responsibilities:

- Review and revise MHPA's corporate membership program, as well as MHPA's annual conference sponsorship opportunities. Determine appropriate combination of both into one annual giving and engagement program.
- Use best judgment and experience to ensure corporate membership benefits are appropriate and attainable, which will require collaboration with MHPA's CEO, government relations and policy leads, as well as external consultants.
- Develop an annual calendar of events and activities related to corporate membership benefits to enhance transparency and ensure accountability.
- Maintain and update target lists and database of prospective health plan and corporate members. Execute outreach and follow-up to help build the association in coordination with MHPA's CEO and external consultants.
- Collaborate with MHPA colleagues and consultants on developing appropriate marketing materials and pitch documents.
- Support and staff MHPA's Membership and Meetings Committee in coordination with the Committee's Chair and MHPA's CEO.
- Help to plan and staff MHPA board meetings and arrange corporate sponsorships of dinners and receptions in conjunction with MHPA's CEO and external consultants.
- Manage MHPA's barter agreements and external partnerships and relationships with other like conferences and relevant vendor / corporate meetings.

- Maintain distribution lists for MHPA's annual conference, outreach emails for corporate membership webinars, and the overall MHPA listservs.
- Perform various miscellaneous duties as assigned
- Some travel required

Key Attributes:

- Minimum 4 years of experience in front line membership development with a nonprofit organization or trade association
- Record of success in member recruitment and retention
- Professional and positive approach
- Effective verbal and written communication skills
- Self-directed and results oriented
- Exceptional organizational skills
- Demonstrated technical skills in computer software including Microsoft Word, Excel, Outlook, PowerPoint, Customer Relationship Management (CRM) software, and online website applications
- Bachelor's degree required
- Health care industry experience preferred

To apply, please submit a cover letter and resume **by COB on March 13** to Craig A. Kennedy at ckennedy@mhpa.org.