

## **MEMBER RELATIONS MANAGER**

The Health and Environmental Sciences Institute (HESI) has a great new career opportunity. The Member Relations Manager (MRM) serves as the key liaison to HESI's global and diverse member base that includes academic, government, and private sector scientists. The MRM will work with HESI's senior scientific staff to ensure that HESI's members have a positive experience as a result of data-driven, timely, and professional communications. The position provides support to the HESI science management staff in tracking, analyzing, and responding to a broad range of membership data including program participation, contact information, meeting registrations, and payments. The MRM will also provide communications and outreach support to HESI that is informed by insights into organizational membership trends and membership engagement needs.

This position works in Washington, DC and reports to the HESI Executive Director.

### **KEY RESPONSIBILITIES.**

- Tracking and curating HESI's membership and participation data and reporting on membership trends for HESI's individual scientific committees and for the organizational as a whole;
- Populating and maintaining a database of HESI member data;
- Preparing written and email communications that highlight organizational impacts and strengths, and tailoring these to relate to specific member portfolios;
- Ensuring all members receive supporting information to justify continued active engagement in HESI programs;
- Preparing written materials such as the monthly HESI newsletter and annual HESI activity report;
- Providing site and registration management, coordination, and communication support for webinars and workshops.

### **QUALIFICATIONS**

- A strong self-starter who has a bachelor's or master's degree and at least 2 years of relevant work experience
- Strong analytical and technical skills including Microsoft Office, Outlook, and database systems
- Strong attention to detail and organizational skills
- Solid oral and written communications
- Familiarity with health and environmental science and scientific audiences is a plus

Individuals interested in applying for this position should send their resume and cover letter to [Career@hesiglobal.org](mailto:Career@hesiglobal.org).