



QUALIFICATIONS:

- Associate's Degree in business, non-profit organizational management, public health or related field, 3 years' experience in a member services role. Bachelor's Degree preferred.
- Experience designing and implementing a complex array of programs and services with member organizations, non-profit sector preferred.
- Demonstrated ability to create and manage member services recruitment/retention programs
- Ability to design, organize and produce conferences.
- Ability to lead the coordination of cross-departmental efforts.
- Understanding of and appreciation for, the role of a nonprofit and membership organization.
- Excellent relational skills, including building, nurturing, and tracking member relationships.
- Ability to build and maintain strong partner relationships.
- Experience with managing vendors and contract relationships.
- Ability to work in teams and provide member services during typical office hours, with occasional evening and weekend work, and periodic travel.
- Highly motivated, self-directed and productive working in a remote fast-paced environment.
- Advance knowledge in basic Microsoft Office suite and working knowledge of social media platforms.
- Knowledge of and experience with in-person and online training, project management, video-conferencing and webinar platforms and tools. (Zoom, Skype, MS Teams, GoToMeeting, etc.)

DESIRED COMPETENCIES:

- Customer Focus: Strives to understand the ABC constituents, their businesses, issues, unique culture, needs and expectations.
- Business Acumen: Keeps abreast of industry and trends. Understands broad healthcare issues and their potential impact/ramifications on the broader community. Has a genuine interest in ABC's mission, goals and overall objectives.
- Results Orientation: Understands organizational expectations and goals. Develops effective plans for setting priorities and establishing goals and objectives. Delivers on commitments by achieving or exceeding targets.
- Interpersonal Savvy: Builds appropriate rapport and constructive, effective relationships internally and externally. Relates well to people of different cultures and personality styles. Listens to understand the needs, intentions and values of others.
- Team effectiveness: Works well with people at varying levels. Is a team player and motivator. Invites input from others, shares ownership and visibility with others.
- Integrity, Trust and Values: Demonstrates integrity and builds trust in all relationships through fair, honest, and consistent behavior. Keeps confidences and honors commitments. Maintains high professional and personal standards.

COMPENSATION:

- Salary Negotiable
- Paid vacation, holidays, and sick leave.
- Retirement package with up to 4% match after one year of service.
- Competitive medical, dental, disability, vision, employee assistance, and life insurance benefits.



The Association of Black Cardiologists (ABC) is an equal opportunity employer that strives to be a place where inclusion lives, individuals grow, and diverse talent is retained. The ABC does not discriminate against based on race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, genetic information, veteran status, marital status, pregnancy or any other basis protected by law.