

Special Projects Manager for NC Pediatric Society

The NC Pediatric Society is a non-profit membership organization representing more than 2,200 members across North Carolina. Our mission is to empower pediatricians and our partners to foster the physical, social, and emotional well-being of infants, children, adolescents and young adults. Since 1931, we have worked with pediatricians across the state on special initiatives, education, and issue advocacy. We are located in Raleigh and have a staff of six.

Special Projects Manager (80% time)

The Special Projects Manager will be responsible for development and implementation of NCPeds' special projects to improve child health and enhance membership recruitment, engagement and experience. Job duties will include determining and executing special projects, coordinating membership and development activities and databases, developing and maintaining constructive external partnerships, and identifying and securing appropriate funding. Membership need and interest should drive development of special projects that improve child health and pediatric practice.

RESPONSIBILITIES:

Special Projects (40%)

- Coordinate, conceptualize and execute special projects to advance child health and member engagement working with Executive Director, assigned committees, and external partners
- Consider and promote equity in development and implementation of special projects
- Staff committees as assigned, including developing and working on special projects
- Represent NCPeds at meetings, including with external stakeholders
- Develop creative ways to engage members in outreach efforts
- Develop and implement member programs and events that attract new members and engage and retain existing members
- Identify and recruit pediatricians and other members for service on appropriate boards, commissions, task forces, etc. in conjunction with the Executive Director and Board Relations Committee
- Develop and grow partnerships with members and other stakeholders
- Assist with educational campaigns to engage stakeholder groups and the general public
- Assist in website maintenance
- Other duties as assigned
- Examples of special projects include quality improvement initiatives, awareness campaigns, special events, and service on committees. Examples of past topics include vaccines, lead poisoning, newborn screening, health coverage, and school readiness.

Membership (30%)

- Maintain, recruit, welcome and support membership
- Staff committees, including Membership, Subspecialists and Early Career Pediatricians
- Utilize best practices for obtaining and updating membership information from national sources (AAP Database)
- Liaison with Academic Partners and Centers to promote membership
- Generate member prospect leads
- Develop and organize member prospect spreadsheets complete with key contacts and background information
- Compile membership packets and identify and develop membership recruitment and retention collateral materials
- Identify and invite members to events, providing staff support as needed

- Assist Executive Director and other staff in coordination of all membership meetings
- Ensure strong member participation and engagement statistics by creating reports and spreadsheets that clearly illustrate member involvement in NCPeds
- Coordinate development of monthly newsletter, in conjunction with Executive Director and Communications Consultant
- Provide excellent customer service for NCPeds' Members
- Other duties as assigned

Fund Development (30%)

- Coordinate and promote fund development plan that is inclusive of membership, individual giving, giving from practices and planned giving, including maintaining files for donor- and prospect-related materials both paper and electronic files and drafting and editing correspondence, reports, and other materials as needed
- Provide administrative development support that includes database administration, reporting, serving as a liaison to the Executive Director and the Board on fundraising related matters, preparation and coordination of all solicitations
- Identify and submit grants, in conjunction with the Executive Director
- Staff Finance and Development Committee
- Develop, implement and evaluate long-term fundraising goals and objectives in consultation with the Executive Director, and other key partners
- Provide support for fundraising programs and projects
- Coordinate development communication pieces including correspondence, invitations, email, social media, and bulk mailings
- Coordinate donor and prospect meetings, including scheduling and logistics
- Support donor engagement, outreach and other functions, in conjunction with the Executive Director
- Other duties as assigned

Additional Qualities of a Strong Candidate

- Bachelors + 4 years relevant experience or Masters in Communications, Public Health, Public Policy, Social Work, Nonprofit Management or related fields
- Excellent follow-through
- Keen attention to detail and strong, courteous follow-up
- Ability to work in small organization and pitch in as needed
- Ability to juggle multiple projects
- Team player with a customer service mentality
- Proficient in Word, Excel and PowerPoint
- Ability to work at least three weekends a year (approx. January, April and August) and some evenings for committee phone meetings to support members and committees
- Familiarity with YourMembership database helpful but not required
- Familiarity with QI helpful but not required
- Non-profit or association experience helpful but not required
- Proficiency in Spanish helpful but not required

Health insurance. Generous PTO, retirement, disability.

Please send cover letter and resume to applications@ncpeds.org

Position will remain open until filled