

Director of Special Projects for NC Pediatric Society

The NC Pediatric Society is a non-profit membership organization representing more than 2,300 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 seven.

Director of Special Projects

The Special Projects Manager is a senior level position responsible for development and implementation of NCPeds' activities to improve child health and enhance membership recruitment, engagement and experience. Job duties will include staffing committees and projects, representing NCPeds with external partners, coordinating membership and development activities and databases, and identifying and securing appropriate funding. Membership need and interest should drive development of special projects that improve child health and pediatric practice. Good judgement, strong follow-through and responsiveness, and keen attention to detail are critical.

RESPONSIBILITIES:

Administrative and Strategic Leadership (40%)

- Staff committees towards advancing strategic goals and special projects of organization. Examples of committees include Membership, Finance and Development, Early Career Professionals and Subspecialists.
- Consider and promote equity in development and implementation of special projects.
- Represent NCPeds at meetings, including with external stakeholders. Current examples of issues of focus include rural health, early childhood, telehealth, children who are medically fragile, emergency response, mental health and immunizations.
- Develop and lead special projects as opportunity or needs emerge. Coordinate, conceptualize and execute special projects to advance child health and member engagement working with Executive Director, assigned committees, and external partners.
- Work closely with Executive Director towards advancing strategic goals and special projects of the organization
- Other duties as assigned
- Examples of special projects include quality improvement initiatives, awareness campaigns, web-page development, and special events. Examples of past topics include vaccines, quality improvement, lead poisoning, voter engagement, COVID communications, newborn screening, health coverage, well-child visits and school readiness.

Membership Recruitment, Engagement and Retention (30%)

- Lead efforts to maintain, recruit, welcome, support and track membership, including development of collateral materials and reports/spreadsheets
- Coordinate development of monthly newsletter, in conjunction with Executive Director and Communications Consultant
- Provide excellent customer service for NCPeds Members
- Use special projects as a tool towards improving membership engagement, in conjunction with other activities
- 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
- 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
- Experience with staffing committees (boards, work groups, etc.) required
- Excellent follow-through
- Keen attention to detail
- Ability to work independently
- Ability to juggle multiple projects
- Team player with a customer service mentality
- Strong IT proficiency
- 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. Salary range \$63,000 to \$70,000.

Interviews, on-boarding will occur remotely. Work will be remote for at least several months. Expectation that professional will live in North Carolina and once it is safe to work together, be able to commute Raleigh regularly.

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

Position will remain open until filled