



Join a thriving and multi-faceted 501(c)3 medical professional membership professional society! The American Society of Ophthalmic Plastic and Reconstructive Surgery is dedicated to the health and beauty of the eyes and face. Founded in 1969, ASOPRS is a small subspecialty society with almost 800 US and 100 international members in over 30 countries around the world dedicated to facial rejuvenation and disorders of the eyelids, eye socket and tear drainage system.

To learn more about ASOPRS, please visit our website at www.asoprs.org

ASOPRS Membership and Fellowship Manager provides leadership and support across all areas of the society: membership, fellowship training, continuing education, volunteers, governance and general administration.

You will join a small but mighty team and help drive the mission across all areas of the society.

ASOPRS Membership/Fellowship Manager provides leadership and support in all aspects of the society: membership, fellowship training, continuing education, volunteers, governance and general administration.

Travel: 4% - travel to 2 meetings per year in Spring and Fall. Additional travel will be communicated well in advance of the trip.

Salary: \$76,100 (salary is benchmarked by a national consulting firm)

Membership and Fellowship Manager
Reports to the Executive Director
Full Time/Exempt/WFH
Purpose: ASOPRS Membership and Fellowship Manager provides leadership and support across all areas of the society: membership, fellowship training, continuing education, volunteers, governance and general administration.
Responsibilities
Membership (Board Liaison: Membership Director/Membership Committee) Manages a complex honorary membership process, to include:

Entrance examinations (Written and Oral Exam Workgroups)

- Examiner Recruitment, communication, meeting logistics
- Development of written and oral exam materials for examinees and examiners
- Examinee Registration/communication
- Exam logistics
- Onsite Exam Registration

Thesis Submission (Thesis Workgroup)

- Coordinate/organize submissions for review
- Candidate Communication
- Manage committee reviews; meeting scheduling, agendas, minutes, action item follow up.

Membership application (Membership Committee)

- Coordinate/organize/track submissions and required documentation for review
- Candidate Communication
- Manage committee reviews; meeting scheduling, agendas, minutes, and action item follow up.

Inductions

- Logistics
- Certificates
- New member flyer
- Candidate communication

Manage Member database

- International, Life, Honorary Members
- Dues
- Expulsion

Fellowship Training (Board Liaison: Fellowship Education Director/Fellowship Education Committee)

- Coordinate with 3rd party oversight of fellowship training
- Fellowship Evaluation Workgroup: Coordinate workgroup reviews of program evaluations, meeting scheduling, agendas, minutes, and action item follow up
- Fellowship Application Workgroup: Coordinate workgroup reviews of program director applications, meeting scheduling, agendas, minutes, and action item follow up

- Manage Fellowship Data
- Manage Match data
- Coordinate/oversee internal oversight of fellowship training
- Oversee in-service exams to include question entry in coordination with In-service Exam Chair, communication to examinees
- Procedure tracking/communication to PDs

Continuing Education (Board Liaison: Continuing Education Director/continuing Education Committee)

- Collaborate on the accredited scientific symposia as needed: may include pre and onsite registration management, social event management, vendor contracts/oversight, speaker management/communication, shipment and evaluations
- Oversee/provide administrative support for existing non-CME continuing education programs and related committees, workgroups.
- Support volunteer leaders in the development of new continuing education programs.
- Manage meeting scheduling; agendas; minutes; and action item follow up for workgroup, committee meetings.
- Coordinate reports to the Board.

Society Awards (Awards Committee)

- Manage meeting scheduling; agendas; minutes; and action item follow up for committee meetings.
- Communication with awardees and external award sponsors.
- Awards Ceremonies logistics to include communication, ppt presentation, plaques.

Volunteer Management/Governance

- Provide administrative leadership and support to the committees involved in the various processes under the purview of the Membership and Fellowship Manager; support/participate in other committees as appropriate, ensure workgroup/committee communication with Board.

Communication

- Develop annual member, volunteer and public communications plan.
- Website updates (working with external graphic designer).
- Development of various member communication tools to include newsletters and broadcast emails.
- Point of contact for member listserv
- Develop journal advertisement content; coordinate with external graphic designer.

General and Business Administration

The following administrative responsibilities/oversight may be jointly shared with other staff, depending on time of year. As a small team for a complex organization, teamwork and collaboration on administrative tasks is required.

- Monthly accounting reports
- Respond to member and public phone and email inquiries
- Mailing list inquires
- Job board inquiries
- Manage reciprocal society relationships
- Receivables
- Mail
- Software subscriptions, licenses
- Fulfillment company/contract
- Storage unit
- External IT support company
- Journal subscriber lists
- Other duties as assigned.