

**Job Opening: Manager, Member Programs**

**Description**

AAP is accepting expressions of interest for the position of Manager, Member Programs. AAP is at the forefront of a wide range of legal and public policy developments that drive progress in the twenty-first century, including copyright protections for publishers and authors, competitive online markets, public-private collaborations, and freedom of expression. In addition to delivering high quality advocacy for its member companies, AAP coordinates and produces authoritative industry wide information and statistics products.

The Manager, Member Programs will help to plan and execute AAP’s programs and services; manage critical membership data; assist with outreach to members, affiliates, and sponsors; and engage in other initiatives that advance the AAP’s mission. The Manager, Member Programs will play a key role in assisting the AAP’s senior team to carry out programmatic and policy objectives that further the American publishing industry in the United States and abroad. This position reports to the Chief Operating Officer and is based in Washington, DC.

**Experience**

Required: At a minimum, interested candidates must have a bachelor’s degree, demonstrated administrative experience, be a collaborative team-player; and be eager to work in a fast-paced, high-expectations environment.

Preferred: These skillsets or interests are also preferred:

- Exceptional research, writing, and communication skills
- Excellent customer service skills
- Ability to balance and prioritize multiple projects
- Strong attention to detail and accuracy
- Ability to organize and execute events from planning to completion
- Experience managing and administering a membership and association management database. Experience with YourMembership is a plus.
- Experience in website management.
- Experience or interest in publishing (print and digital).

Salary as well as position title will be decided commensurate with experience.

**About AAP**

AAP represents the leading book, journal, and education publishers in the United States on matters of law and policy, including large, small, commercial, and not-for-profit houses. Our principal mission is to advocate for outcomes that incentivize and protect the publication of creative expression, professional content, and learning solutions in the modern world. More information is available at [www.publishers.org](http://www.publishers.org).

**Applications**

Expressions of interest will be accepted until the position is filled and may be sent confidentially to [HR@publishers.org](mailto:HR@publishers.org). Please put “Manager, Member Programs” in the subject line of all communications.

AAP values the array of talents and perspectives that a diverse workforce brings. All qualified applicants will receive consideration for employment without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status. We offer a competitive and comprehensive compensation and benefits package, including generous vacation; medical, dental, and vision insurance; a matching retirement plan; and telework program.