Job Opening: Manager, Member Programs

Description
AAP is accepting expressions of interest for the position of Manager, Member Programs. The position is based at AAP Headquarters in Washington, DC, and reports to the Chief Operating Officer. Applications will be accepted on a rolling basis until the position is filled.

Responsibilities include:
- Manage critical membership data using research and database management.
- Maintain strong member relations through attentive detail in handling member requests, inquiries, and committee participation.
- Assist with outreach to members, affiliates, and sponsors.
- Provide administrative and program support to internal clients.
- Support financial projects regarding membership dues and revenue generating programs.
- Manage relationships with vendors and service providers.
- Coordinate office maintenance requests, receive mail/deliveries, process shipments, and maintain office supply inventory.
- General administrative duties.
- Perform other duties, as assigned.

AAP offers generous benefits, including a competitive and comprehensive compensation and benefits package, including generous vacation and other leave; medical, dental, and vision insurance; and a 401k plan.

Experience
Interested candidates must have a bachelor’s degree; exceptional research, writing, and oral communication skills; strong attention to detail and accuracy; and superior organizational abilities.

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.

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.

More information is available at www.publishers.org.

Applications
Expressions of interest will be accepted until the position is filled and may be sent confidentially to 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.