

TITLE: Meetings & Exhibits Coordinator
UNIT: Convention Services
REPORTS TO: Asst. Conventions Director & Exhibit Manager
RANGE: \$33,342; \$44,456; \$55,569

SUMMARY:

This position provides administrative support, meeting planning and logistics management, technical and computer assistance to the APHA conventions department; assists with organizing details for all sessions and events; manages food & beverage functions; assists the Exhibits Manager with the coordination of the exhibit sales & marketing process; and performs other duties as assigned. Some travel required.

RESPONSIBILITIES:

Conventions Department Support and Member Relations: Effectively communicate with APHA members, customers and staff with regard to and logistics management, general technical assistance and administrative support to Conventions unit on a daily basis. Process invited speaker and program planner registrations. Manager weekly housing and registration reports (on-going). **Exhibits Support:** Provide administrative support to Exhibits Manager; Grasp an understanding of exhibitor database (e-show) including entering data and running reports; help with organizing exhibitor files and information; research and gather contact information on potential exhibitors, make cold calls (on going). Visit exhibiting companies on site and provide assistance to Exhibits Manager with sign up process. Manager exhibit registration desk (on site). **ADA Management:** Compile hotel ADA information; research ADA resources, coordinate ADA needs (including interpreters and accessibility trainer); update accessibility guide (January through June); follow-up with individual registrants who indicate a disability or special need (by first week in October). Update and distribute hotel access surveys (Jan. – Feb.); manage RFP process for ADA training to include distribution of invitation letters and tracking registration (September). **Data and History Management:** Update and maintain convention binders (Master Calendar, Billing Binder, Info Desk Binders, History Monitor Workbooks, etc.) (on-going). Update and maintain conventions folders and manage relocations and storage of past year binders and folder (Nov-Dec). **Food and Beverage Management:** Communication/coordinate with all APHA departments regarding their food and beverage orders for the Annual Meeting. Review and standardize catering orders for the Annual Meeting. Review and standardize catering orders and work with hotel catering managers on all food and beverage events. Also work with affiliate groups/Related Organizations on gathering set up specifications and communicating their needs to the hotel properties (July-Nov.). **Ribbons and Sign Management:** Communicate/coordinate with all APHA departments regarding their ribbon and sign orders. Work with vendors to order and review ribbons and signs. Update inventory and manage signage onsite. (July-Nov.). **Local Meetings:** Manage local meetings, hotel, food & beverages and travel for all APHA Boards and Committees. Manager RFP process for initial room blocks, coordinate room reservations, track invoices for hotels & food and beverage (Jan.- July). **Schools of Public Health:** Coordinate and manage distribution of Annual Meeting information and membership information to schools of database. Requests and compile mailing lists from each school and manage mailing of specific quantities of Advance Programs to all schools (March-July 1). **On-site Annual Meeting Support:** Manage onsite Conventions office help desk; provide general information to attendees; respond to Annual Meeting requests and questions. Assist Exhibits Manager on floor especially during the collection of contracts (during Annual Meeting). **Advance Program Production Management:** Coordinate and manage advance program production process (update text, select photos, coordinate timeline with Omni Studio) (March-May), distribute and track ads/art for TNH and AJPH (year around).

SUPERVISES: N/A

REQUIREMENTS:

College degree preferred. Ideal candidate will have a minimum of 2-4 years of related experience. It is essential that candidates have a working knowledge of meetings & convention management, exhibit sales, & marketing, and database applications (i.e., Panorama, iMIS, Exhibit Management Software, Excel, Microsoft Word/Outlook Express). Excellent customer service, organization and communication skills. Some travel required. Team spirit and flexibility are needed.

CLOSING DATE: March 12, 2010

TITLE: Director of Development
UNIT: Development
REPORTS TO: Executive Director
RANGE: \$62,274; \$83,032; \$103,791

SUMMARY:

Manage and coordinate activities related to the creation and enhancement of income for the Association from gifts of cash and real property, family foundation and corporate grants, partnerships and other arrangements, planned and estate gifts, and other sources. Create, coordinate and oversee the annual campaign, special appeals, capital/special needs, and other fund raising efforts of the Association. Coordinate the work of ongoing and special volunteer committees and groups related to the fund raising efforts of the Association. Provide strategic guidance and support on development and fund raising to the Executive leadership, Board of APHA, and other Committees involved with development.

RESPONSIBILITIES:

A. Resource Development: Draft the overall annual resource development plan and, working with the appropriate senior staff and Development Committee, finalize and implement. Develop policies related to fund raising and oversees compliance with these policies. Develop all internal systems, procedures, tracking and records of prospects and donors, and other internal operations required to support the development function. Hire and supervise appropriate professional and support staff. Prepare and oversee the departmental budget in accordance with APHA procedures. Ensure that all development and fund raising activities are carried out within the highest level of ethical standards, including those endorsed by the Association of Fund-Raising Professionals, as well as in accordance with the standards, mission, and goals of APHA. Create, coordinate and execute all fund raising activities of the Association, including but not limited to: Major individual gifts, including the identification of prospects, creation of strategies to cultivate and involve these prospects in the work of APHA, solicitation with appropriate staff and volunteers of major gift commitments, and coordination of recognition for these gifts; Annual fund raising through email/online, direct mail, individual solicitations, special appeals and other related activities; Supporting appeals to foundations for the operations, programs, services, and special needs of APHA, including research on potential foundation funders, strategy development, meetings and other approaches, proposal preparation, follow up, and compliance with grant conditions, terms, and reporting requirements; Corporate appeals, including corporate partnerships and other arrangements, for the operations, programs, services, and special needs of APHA, including research on potential corporate funders, strategy development, meetings and other approaches, proposal preparation, follow up, recognition, and compliance with grant conditions, terms, and reporting requirements; Special events fund raising, including planning and execution of cultivation and fund raising events in conjunction with other APHA activities or as stand-alone activities; Planned and estate gifts, including the creation of a long-term internal planned giving program, promotion of planned giving opportunities to members and others, developing or acquiring from and outside resource the technical expertise associated with planned giving, and closing planned gifts; Planning and execution of special campaigns such as capital campaigns, special or emergency need campaigns, and other fund raising efforts related to the work and plans of APHA; Development and implementation of a donor recognition program. **B. Team Leader:** Working with other key functional areas, senior staff and other staff of APHA, establish a team approach to fund raising. Working with the Executive Board and other volunteer leadership of the Association, ensure their active involvement in the development process. Partner with other departments to ensure that a development approach is incorporated into APHA's programs, services, Annual Meeting, publications, membership recruitment and renewal, annual and special fund raising campaigns, and all other activities of the Association. Provide training and support to senior staff, Board members and other volunteers on cultivation and gift solicitation methods, ensuring the active involvement of other appropriate APHA staff and volunteers in fund raising activities. Work closely with other staff on the development of new programs, services and other initiatives to ensure that, when appropriate, a fund raising component is included. Ensure that appropriate systems and procedures are in place to track all gift and grant pledges and payments. Other duties as assigned.

SUPERVISES: N/A

REQUIREMENTS:

Minimum of five to seven years professional fund raising experience, preferably with a national membership association, with 10 or more years preferred. Certified Fund Raising Executive (CFRE) status preferred. Direct experience in cultivation and solicitation of major foundation, corporate and individual donors, and demonstrated success in securing gifts of \$5,000 and up. Demonstrated commitment to diversity, inclusiveness, and the ethics of fund raising. Commitment to volunteer involvement in fund raising. Ability to create and manage effective Board and staff teams. Ability to communicate effectively verbally and in writing. Strong understanding of trends and issues in the nonprofit sector and philanthropy.

CLOSING DATE: March 12, 2010

TITLE: Web Designer/Developer (*reposting*)
UNIT: Web Services Unit
REPORTS TO: Chief Financial Officer
RANGE: \$51,366; \$68,489; \$85,612

SUMMARY:

The Web Designer/Developer position is responsible for the development, management and maintenance of the Association's Web sites. Provide oversight, supports and direction for APHA's internal and external Web initiatives. The position is the focal point for coordination of all APHA Web design and functionality as directed by the APHA Web Team.

RESPONSIBILITIES:

Responsible for overall Web coordination and maintenance of the American Public Health Association Web site, which includes but is not limited to completing Web site migration from MS-CMS to SharePoint 2007 platform; serving as project manager to consult on various details of the project such as converting or migrating small HTML Web sites to MS-CMS code, designing and developing multiple Web sites for APHA programs and events, including affiliates; executing technical deployment; scheduling; defining new functional requirements while also coordinating with the IT Director. Trains staff and external affiliates on the APHA Content Management System. Provides Web-based technical support for staff and external affiliates. Develops Web and CMS training documentation and performs online/on-site training. Develops and maintains branding and style guidelines for all Web-based communications in close collaboration with the Communications department. Confers with units throughout APHA to develop and implement improved Web-based business processes as required and develops measures of success. Implements client/server security baselines recommended by software manufacturers and other security resources as needed. Works cooperatively with IT staff on interface and coordination issues. Reviews and approves requests for user accounts. Ensures that sensitive information or other APHA intellectual property is secure, and that Web-based information is archived for future needs and reference. Coordinates and hosts meetings to discuss relevant information that impacts Web services. Continuously improves operations, decreases downtime, streamlines work processes and works cooperatively and jointly to provide quality seamless constituent service. Supervises relationships for with Web developer and hosting vendors. Writes and interprets technical specifications for the items required for ongoing and future Web operations. Writes code to make minor modifications and updates as needed in coordination with IT staff. Interprets and distributes usage reports and Web trends; convenes meetings to discuss trends in Web traffic; and identifies opportunities for improvement. Prepares and manages departmental budget, including SusQtech hours and budget. Maintains a project timeline to track project requests and completed projects. Supports the integration of Convio/CRM applications. Assures that content is published to the APHA Web site either via direct action with the ISP or internal server, or by seeing that users are trained to manage their own content within APHA Web standards. Maintains APHA Web standards documentation and a standard operating procedures manual for current and new staff. Follows trends in the field and other associations, regarding Web issues and products and recommends appropriate strategies. This includes monitoring member communication and providing feedback to internal departments to facilitate customer service. Provide ongoing modifications to keep Web site information current, easy to find and graphically appealing. Seeks professional development opportunities that will increase working knowledge and skills necessary to manage a state-of-the-art Web site.

SUPERVISES: N/A

REQUIREMENTS:

Bachelors degree or equivalent. Degree in a computer-related discipline preferred. Minimum of three years of relevant experience. Personal organization and project-oriented skills are a must. Has a good working knowledge of: The materials, methods, practices and equipment used in the development, analysis, maintenance and management of a Web-based systems. Windows 2003 Server systems, Share Point 2007, Internet Information System (IIS), Adobe Web and Web graphics products, Creating and Modifying, Videos, Flash, Microsoft CMS, Dreamweaver, Action Script, Microsoft Office 2003, Adobe Premiere, Photoshop, Illustrator, data base issues and appropriate Web and network analysis utilities. Interfacing with management and staff in a non-profit, association-type of organization. Must have the demonstrated ability to: Interface well with others in written, oral and electronic communications. Write creatively and proofread and edit accurately. Juggle multiple projects concurrently. Understand and be able to define technical specifications for future Web requirements. Produce clearly organized documents and presentations. Interface with senior management on a variety of directional, financial and technical issues relating to the Web. Understand and code HTML, XML and commonly used scripting languages. **PREFERRED QUALIFICATIONS:** Advanced knowledge of Desktop Publishing, computer graphics, Flash, Action Script, Cold fusion, Content Managed System; familiarity with Convio; and working knowledge of public health or scientific content.

CLOSING DATE: March 12, 2010