

Title: Membership and Marketing Data Manager

Reports to: Director of Membership and Marketing

Working closely with IASP's Director of Membership and Marketing and oversee day-to-day maintenance and management of IASP's iMIS database. This position will create and develop user-facing forms and processes with iMIS, such as registrations or SSO gates. He or she will assist in developing membership marketing campaigns and creating email communications for IASP and its 25 Special Interest Groups (SIGs) and play a vital role in the implementation of strategies to attract and retain members.

Membership Responsibilities

- Responsible for the day-to-date iMIS database management, running reports, ensuring integrity of contact records, and keeping the database organized.
 - Overseeing integration projects
 - Editing forms and pages
 - Creating new workflows
 - Updating and syncing lists in Higher Logic/Real Magnet
- Work with the Director to analyze membership data and help identify trends and opportunities to increase membership and retention.
- Work with the Director on the iMIS database upgrade project in 2024 - 2025.
- Support the Director in developing membership recruitment and retention strategies.
- Liaison with IASP's 25 Special Interest Groups to support communications, administer elections every two years, and general support.
- Assist in the implementation of the onboarding process.
- Work with the IASP team to promote the value of membership.

Marketing Responsibilities

- Oversee the creation of IASP newsletters and emails and coordinate with marketing staff to ensure relevant news is represented in social media.
- Assist in developing outreach and recruitment marketing materials to attract new members and ensure membership renewal of existing members.
- Help manage and coordinate the production of promotional materials for IASP events and exhibiting opportunities at conferences.
- Help manage and update the IASP website, implementing regular content updates and ensuring content is current.

Position Requirements

- Bachelor's degree in related field required.
- Minimum of 4 years of database management experience required.
- Minimum of 4 years iMIS member management experience required.
- Experience with Higher Logic/Real Magnet required.
- Excellent organizational, analytical, and project management skills. Ability to work independently, accurately, and productively with administrative tools and equipment. Attention to detail is critical.
- Excellent interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

- Previous work with a membership nonprofit preferred.
- Willingness to travel internationally.
- This is a hybrid position.

Salary Range: \$70,000 - \$80,000 USD Annually.

To Apply: Please send a cover letter and current resume to Traci Butler at office@iasp-pain.org, by 29 December.