



Better Data. Better Decisions.

---

Jon D. Doolittle  
President and CEO

**\*\*\* JOB OPENING NOTICE \*\*\***

Open: September 4, 2025

**Association Systems and Data Manager**

The Hospital Industry Data Institute (HIDI), the data company of the Missouri Hospital Association (MHA), is seeking an association systems and data manager to oversee the administration, optimization and integrity of the Association Management System (AMS) and Contact Relationship Management (CRM) data. This position ensures all data is recorded correctly and maintained on a regular basis and acts as the primary liaison for member data within the MHA enterprise.

Candidate should have a minimum of an associate's degree or equivalent training and experience. Ideally, candidate should demonstrate comprehensive knowledge of health care issues, supported by experience in hospital environments, trade associations and/or member relations activities. Proficiency in data analysis tools and Excel is required; experience with reporting platforms is a plus. Must be proficient with computer software programs utilized by MHA and be able to learn the design and management requirements of MHA database programs. Must demonstrate a strong working knowledge of word processing, electronic spreadsheets and database programs utilized by MHA and affiliates. Candidate must exercise a high degree of confidentiality.

HIDI is an equal opportunity employer with a drug and smoke-free work environment. HIDI participates in the E-Verify Program. Submit resume and salary requirements to Human Resources, P.O. Box 60, Jefferson City, MO 65102-0060 or email to [humanresources@mohospitals.org](mailto:humanresources@mohospitals.org).