

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

Open: August 15, 2025

Manager of Membership Services

The Missouri Hospital Association is seeking a manager of membership services to serve as a strategic partner to the division vice president of membership services, helping align priorities and drive execution across key initiatives. This role will coordinate cross-departmental projects, facilitate meetings, manage complex scheduling and ensure timely, effective engagement with hospital and health system members. This role leads development of executive communications, supports member outreach and retention strategies, manages PAC fundraising activities and trustee education. Acting as a central point of contact, the manager of membership services ensures smooth internal operations and a responsive service to members.

Ideal candidate must possess a bachelor's degree and have three to five years of experience in healthcare-related administration/operations roles. Appropriate training and experience may be considered in lieu of a bachelor's degree. Must have strong strategic and organizational skills, operating as a self-starter. Must be competent with Microsoft Office Suite, CRM platforms and virtual meeting software. Candidate should be comfortable and effective working with the public and in community meetings and develop and conduct public presentations. Some travel, including overnight stays, is required.

MHA is an equal opportunity employer with a drug and smoke-free work environment. MHA 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**.