



**ADVOCATES FOR
COMMUNITY HEALTH**
United for Health and Innovation

POSITION TITLE: Director of Programs & Engagement

LOCATION Washington, D.C.

TRAVEL: Occasional

POSITION SUMMARY

Advocates for Community Health (ACH)—a Washington-based nonprofit that strives to advance the delivery of health care to underserved populations and cultivate new opportunities to achieve health equity in support of patients and communities in need—is seeking a director of programs and engagement. The director of programs and engagement will support ACH's virtual and in-person programming in alignment with the organization's corporate and membership engagement strategy. This position requires relationship management, customer service, database management, event planning, and logistical skills. The ideal candidate must have a proven track record of successful integrated event planning and management, excellent attention to detail, and the ability to multi-task while working in a fast-paced environment. This position will also help to fulfill general administrative functions pertaining to strategic partnership and engagement activities within ACH. The director of programs and engagement will be working as part of the ACH team and supporting consultants that is led by ACH's CEO.

RESPONSIBILITIES/DUTIES

- Support the development and execution of ACH's partnership and membership engagement strategy, including event planning and logistics, sponsor activations, and strategic partnership initiatives
- Manage ACH's suite of corporate and strategic partnerships, acting as the liaison between partners and ACH leadership
- Provide excellent customer service and support to members and partners
- Plan and execute sponsor, partner, and membership events
- Develop and execute strategies for partner and ACH member engagement
- Develop and execute event calendar in collaboration with the communications, marketing and engagement team to reach ACH's broader engagement and revenue goals
- Manage and track partnership agreements and respective deliverables
- Manage event vendor contracts, deliverables, and relationships
- Track and analyze key progress indicators (KPIs) and support other departments, as requested, in the use of organizational data

QUALIFICATIONS

- 5-7 years' experience in healthcare policy, nonprofit, or membership-based organization
- Event planning or programming experience
- Experience in a fast-paced work environment
- Strong strategic planning and written communications skills
- Ability to implement sponsorship recruitment and retention plans
- Strong relationship management skills

- Analytical skills: event metrics and analytics, sponsorship/partnership ROI, evaluation of programs, surveys
- Sponsorship and partnership engagement experience
- Ability to plan, set and meet timelines
- Ability to recognize opportunities for growth and design programming and events plan for that opportunity
- Passion for advocacy work and commitment to ACH's mission

ADDITIONAL SKILLS

- Highly organized self-starter
- Creative problem-solving skills
- Ability to prioritize and multi-task
- Strong work ethic
- Teamwork skills
- Analytical skills
- Clear and effective communication

BENEFITS

- Generous PTO plan including paid holidays
- Health, Dental, Vision, STD, LTD and Life Insurance plans offered
- Access to ACH's 403(b) retirement plan
- Company laptop and cell phone

Please submit a resume and cover letter to amillerstarling@advocatesforcommunityhealth.org