



## Medical Specialty Society Manager

### OVERVIEW

The Medical Specialty Society Manager is responsible for developing, coordinating and administering activities for various related organizations that contract with TMA for association management services.

The position requires regular business correspondence, communications, information management, marketing, financial management, budgeting and event planning.

### PRIMARY RESPONSIBILITIES

- Perform administrative functions of medical societies
- Produce and disseminate regular communications to leadership and members of the medical societies
- Plan and facilitate medical society meetings (educational and business)
- Assist with projects to increase and retain membership
- Monitor, understand and communicate legislative issues and work with lobbyists, as directed
- Draft official correspondence and maintain required business documents
- Travel upon request to national meetings
- Oversee financial management and budgeting of society activities

The Manager position reports directly to the TMA Chief Executive Officer. Performance will be evaluated annually by CEO and physician leaders.

### QUALIFICATIONS

- Applicants should have at least five years' experience with associations or related industry. Healthcare knowledge or experience a strong plus.
- Must be project-oriented with impeccable organizational skills and attention to detail.
- Must demonstrate ability to handle multiple tasks simultaneously and consistently meet deadlines.
- Must be confident and proficient in communicating to various stakeholders, in person and electronically.
- Must be a relationship-builder with board, members and industry vendors.
- Must be self-sufficient with comfort and professional maturity to work alone.
- Must possess above average technical knowledge and experience (email, internet, computer business software).
- Must be flexible in schedule to accommodate early morning and/or evening activities, and periodic, planned travel.

### COMPENSATION

Includes competitive base salary, plus a comprehensive range of employee benefits including health and dental insurance, life insurance, disability insurance, generous paid time off and 401(k) retirement plan.

**APPLY**

Interested applications must submit resume to:

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Tennessee Medical Association  
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