

The American Society of Landscape Architects (ASLA) ([www.asla.org](http://www.asla.org)) has an opening for a Membership Marketing and Chapter Relations Manager. This position manages the relationship with chapters and coordinates the Society's membership recruitment and retention program.

Primary Responsibilities:

- Assists in the creating, planning, and implementation of chapter-based and national membership recruitment and retention programs.
- Assists in identifying, creating, planning, and developing new chapter programs and services.
- Staff liaison to 49 chapters, providing support to Chapter Leaders pertaining to ASLA services and resources, member recruitment and retention campaigns, and chapter operations.
- Acts as staff liaison in support of Chapter Presidents Council.
- Manages the development and production of the bimonthly *Membership Minute* and *Leadership Links* newsletters.
- Supports the work of committees related to departmental programs
- Coordinates chapter leadership visits from association staff and national leaders.
- Coordinates student chapter activities, including ASLA's presence at LA BASH.
- Manages chapter and student pages on [www.asla.org](http://www.asla.org).
- Provides backup support for other member services staff as needed.
  
- Supports departmental and ASLA-wide planning, performance monitoring, and performance improvement processes and initiatives.

Preferred Background/Experience

**Education:** College graduate; additional training/work experience with iMIS a plus.

**Skills:** Proficiency in verbal, written, and interpersonal communication. Excellent organizational skills, good judgment, and attention to detail. Strong team work skills and demonstrated ability to work with volunteer leadership. Ability to balance workload with short- and long-term project deadlines, and work well under pressure. Microsoft Office and iMIS database computer applications; experience with Adobe, and basic html programming helpful.

**Experience:** five-ten years of experience in association/nonprofit membership marketing and/or chapter relations.

**HOW TO APPLY: Please send resume and at least 2 writing samples to [HR@asla.org](mailto:HR@asla.org)**

Work Environment, Culture, and Values: ASLA's commitment to sustainability and stewardship of the land is reflected in the organizational culture and values and in the work environment. The organization embraces the "Baldrige Criteria for Performance Excellence" – a leadership and performance management framework. ASLA values are dedication, excellence, integrity, leadership, and stewardship. The ASLA culture is collaborative, member-focused, accountable, responsible, and volunteer-supported. The work environment is a four-story recently redesigned building with LEED Platinum and WELL Building certifications. The building is located one-and-a-half blocks from the Gallery Place-Chinatown Metro Station serving the Red, Yellow, and Green Lines. ASLA is recognized as a Best Workplace for Commuters and as one of the Washington region's Healthiest Employers. The ASLA building is Energy Star certified and uses 100 percent renewable wind energy.