**Title:** Director of Membership                  **Job Code:** Full Time Exempt  
**Reports To:** Vice President of Professional Development and Stakeholder Engagement  
**Revision Date:** May 2024

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**Organization Overview**

The Medical Device Innovation Consortium (MDIC), through its public-private partnership, aims to accelerate and improve patient access to innovative, high-quality, safe, and cost-effective medical technologies. Members of MDIC share a vision of a world with timely access to safe and cost-effective medical innovations to improve patients’ lives. MDIC is the first-ever public-private partnership (PPP) created with the sole objective of advancing medical device regulatory science. We are a non-profit 501©3 organization that operates in partnership with the FDA to improve the medical technology environment. Participation in MDIC is open to representatives of organizations that are substantially involved in medical and/or medical device:

- Research
- Development
- Patient Advocacy
- Education

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**Position Description**

The Director of Membership will execute the strategic direction for MDIC’s membership program, specifically membership recruitment, retention, and relationship management.

**Key Responsibilities**

Strategic Membership Growth and Engagement:

- Design and implement programming and communications strategies to deepen relationships with existing members and expand the membership base
- Identify and capitalize on opportunities to increase the value of MDIC membership and advance MDIC strategic goals through membership programs
Leadership and Collaboration:
- Report to and collaborate closely with the Vice President of Professional Development and Stakeholder Engagement, as well as the other MDIC leadership team members and organizational staff to define and pursue priorities for membership expansion and engagement
- Lead member recruitment efforts by identifying, cultivating, and engaging potential new members

Membership Dues Structure and Renewal:
- Improve and manage the annual membership dues renewal process to ensure timely renewals and dues collection, including the development of renewal materials, structuring of dues levels, and overseeing solicitation and follow-up strategies to ensure high retention rates

Continuous Member Engagement:
- Develop and implement ongoing activities and communication strategies to keep member organizations actively engaged and drive high member satisfaction
- Identify innovative methods to promote member activities both within the consortium and to the public when appropriate

Data Management and Analysis:
- Ensure that enterprise systems are effectively utilized to accurately track and analyze member engagement, recruitment, and dues data
- Use insights from data to inform strategic decisions and improve membership operations

Member Onboarding and Feedback:
- Oversee the member onboarding process to ensure a smooth introduction for new member design and conduct member surveys to gather critical feedback, providing actionable insights to leadership for informed decision-making and strategic planning

Qualifications and Requirements
- Bachelor’s degree and 5+ years of relevant professional work experience required
- At least 4 years of experience with membership functions in an nonprofit association including recruitment and retention
- Experience in the medical device, healthcare, or medical regulatory field strongly preferred
- Strong organizational abilities and superior attention to detail
- Strong interpersonal skills and communications ability
- Demonstrated ability to independently manage a high volume work flow
- Displays a positive work ethic; a polished self-starter with strong relationship building skills
- Willingness to travel as business needs indicate (light amount)
- Excellent communication skills, both written and verbal
• Tech savvy, including experience with modern database systems

NOTE: This scope of services is not intended to be all-inclusive. Individuals may be asked to perform other related duties as required to meet the ongoing needs of the organization.

To apply, please submit a resume and cover letter by email to careers@mdic.org

MDIC is an Equal Opportunity Employer. MDIC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, MDIC complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.