



Manager of Membership, Education, and Programming

Job Description – ASTDD

Reports to: Executive Director, ASTDD

Classification: Full-time; exempt

Location: Fully remote; required to live in the United States

Salary Range: \$70,000 – \$85,000

Travel: Required travel at least two times per year for the annual conference and staff retreat; additional travel as needed

Start Date: September 1, 2026

Who Are We Looking For?

We're looking for someone who is passionate about building relationships, creating exceptional member experiences, and helping professionals connect, learn, and grow.

- ✓ Relationship-oriented and people-focused
- ✓ Passionate about member engagement and service
- ✓ A strong communicator and connector
- ✓ Organized, proactive, and dependable
- ✓ Comfortable facilitating conversations and groups
- ✓ Excited to create meaningful learning experiences
- ✓ Curious, collaborative, and eager to learn
- ✓ Energized by helping others succeed

If you are motivated by bringing people together, building community, and creating experiences that help members feel connected, supported, and engaged, this role may be for you!

Why Join the ASTDD Team?

For more than 75 years, the Association of State and Territorial Dental Directors (ASTDD) has been the national voice for state and territorial oral health programs. As a national nonprofit membership organization, ASTDD brings together members, leaders, partners, and changemakers from across the country who are committed to improving oral health and strengthening public health systems.

This is an exciting opportunity to join a small but mighty team with a national reach. At ASTDD, you'll build relationships with leaders from every state and territory, contribute to core initiatives, collaborate with passionate professionals, and help shape programs, partnerships, and opportunities that strengthen oral health across the lifespan.

If you are looking for meaningful work, opportunities for professional growth, and the chance to make a real impact, come join us at the place *where oral health lives*.

About ASTDD

ASTDD is a national nonprofit membership organization representing the directors and staff of state and territorial oral health programs (S/TOHPs) within public health agency programs. ASTDD provides the leadership, data, tools, technical assistance, best practices, and education that S/TOHPs need to measure the burden of oral disease, build infrastructure, and deliver effective, evidence-based public health programs. In doing so, ASTDD supports S/TOHPs to fulfill their role as the governmental public health authority for oral health in each state or territory – responsible for conducting surveillance, assessing the burden of disease, delivering and coordinating a shared vision for oral health, and promoting public-private partnerships and evidence-based prevention programs, initiatives, and collaborations.

About the ASTDD Foundation, Inc.

The ASTDD Foundation, Inc., is ASTDD's philanthropic partner, created to advance ASTDD's mission through philanthropy, partnership, and long-term investment. Working alongside ASTDD, the Foundation helps attract and invest resources that support leadership development, education and training, technical assistance, innovation, capacity-building, and long-term sustainability for S/TOHPs.

Position Summary

The Manager of Membership, Education, and Programming serves as a key leader in advancing ASTDD's mission by strengthening member engagement, professional development, and organizational impact. As the primary day-to-day point of contact for members, this position cultivates meaningful relationships, develops high-value learning and leadership opportunities, and helps ensure members receive the resources, connections, and support needed to strengthen S/TOHPs.

Working closely with volunteer leaders, partners, and the Executive Director, the Manager helps drive implementation of ASTDD's Strategic Framework through membership engagement, Communities of Practice, continuing education, mentorship, and leadership development initiatives. This position offers significant opportunities for professional growth and increased leadership responsibility as ASTDD continues expanding its impact and organizational capacity.

This position description is intended to describe the general nature and scope of the work being performed and does not constitute an employment contract. Employment with ASTDD is at-will, meaning that either the employee or ASTDD may terminate the employment relationship at any time, with or without cause and with or without notice.

Key Responsibilities

Membership Management and Engagement

- Manage, grow, and retain a membership of approximately 600 members, including recruitment, onboarding, renewals, and ongoing engagement.
- Serve as a primary point of contact for members, responding to inquiries and resolving issues with strong, responsive customer service.
- Design and maintain a welcoming and engaging onboarding experience that helps new members quickly connect, understand the value of membership, and access ASTDD's resources, benefits, and opportunities.
- Serve as the functional lead for membership use of the Association Management System (AMS)/Customer Relationship Management (CRM), overseeing how the system supports membership data, engagement tracking, member communications, renewals, and reporting to drive membership growth, retention, and engagement, while day-to-day data administration, records integrity, and governance and donor records are maintained by the Executive Director.
- Ensure membership records, dues information, renewal data, and engagement metrics are accurate, current, and effectively utilized to support membership operations and decision-making.

- Develop and implement membership engagement and retention strategies, and report regularly on membership trends.
- Develop and maintain ongoing relationships with S/TOHPs leaders, identifying member needs, emerging trends, and opportunities to strengthen engagement and organizational value.
- Support the identification, recruitment, engagement, and development of volunteer leaders across committees, Communities of Practice, peer mentorship activities, and other member engagement opportunities.

Committee and Communities of Practice Leadership

- Serve as the primary staff liaison to assigned committees, partnering with committee chairs and volunteer leaders to facilitate meetings, advance committee priorities, support goal achievement, and foster member engagement.
- Facilitate, coordinate, and manage up to five committees (each meeting up to four times per year), including agenda development, facilitation, project coordination, and support for committee goals, deliverables, and follow-through.
- Facilitate and support Communities of Practice (approximately two per month), including content planning, guiding discussion, capturing outcomes, and reporting results.
- Partner with committee chairs, workgroup leads, and volunteer leaders to advance priorities and sustain engagement.
- Support the Executive Director in the development, growth, and evaluation of Communities of Practice as a key member engagement and peer-learning strategy aligned with ASTDD's Strategic Framework.

Education and Professional Development

- Plan, schedule, and manage continuing education (CE) programs throughout the year (approximately one to two per month), including topic development, speaker and subject-matter-expert coordination, and management of CE credit or accreditation requirements where applicable.
- Design and manage a peer mentorship program for new state and territorial dental directors and oral health program leads.
- Evaluate association-wide program effectiveness, gather participant feedback, and use data to improve future offerings.
- Lead the planning, coordination, implementation, and evaluation of ASTDD's CE and professional development portfolio, ensuring programs align with member needs, organizational priorities, and emerging trends in oral health and public health.
- Oversee CE accreditation, credentialing, compliance, documentation, reporting, and recordkeeping requirements, ensuring all educational activities meet applicable accreditation standards and reporting obligations.

- Identify educational gaps, emerging topics, and leadership development opportunities, and collaborate with members, partners, consultants, and subject-matter experts to develop relevant learning experiences.

Program and Project Management

- Manage timelines, deliverables, and budgets for membership, education, and programming activities.
- Support the Executive Director in the development of ASTDD's annual organizational workplan, contributing to its design, drafting program-side components, coordinating inputs across staff and consultants, and helping ensure alignment with the Strategic Framework; lead and coordinate the membership, education, and programming activities within the workplan, tracking progress and reporting on related goals, priorities, and outcomes.
- Support the Executive Director with leadership development initiatives that strengthen the capacity, effectiveness, and long-term success of state and territorial oral health leaders.
- Collaborate cross-functionally with staff, consultants, partners, and leadership to deliver coordinated programming.
- Support grant and funder reporting related to membership, education, and programming as needed.
- Collaborate with ASTDD Foundation President & CEO on Foundation initiatives, programs, and activities as assigned to support alignment between the Association and Foundation.

Communications and Member Resources

- Develop member communications, program announcements, and educational resources.
- Support member-facing communications through newsletters, the website, and the AMS/CRM in coordination with communications staff.

Qualifications

Required

- Bachelor's degree or an equivalent combination of education and experience.
- Three to five years of progressively responsible experience in membership, education, program management, association management, or a comparable role.
- Demonstrated experience facilitating committees, workgroups, learning collaboratives, volunteer-led groups, meetings, and/or other group learning experiences.
- Strong project management skills with the ability to manage multiple programs, deadlines, and priorities independently.
- Excellent written and verbal communication and interpersonal skills.
- Proficiency with AMS/CRM platforms and standard office and collaboration tools such as Microsoft Office, Google Workspace, and video conferencing platforms.
- Ability to work independently and proactively in a fully remote environment.

Preferred

- Experience in a nonprofit, membership association, or foundation setting.
- Experience building relationships, engaging stakeholders, and supporting member, customer, participant, or community engagement initiatives.
- Experience working with volunteers, volunteer leaders, committees, advisory groups, and/or member-driven organizations.
- Experience managing CE programming and/or accreditation.
- Experience designing or managing mentorship or peer-learning programs.
- Experience working in a remote or geographically dispersed organization.
- Knowledge of oral health, public health, and/or health equity issues.
- Experience working with or alongside state governments, public health agencies, or other governmental entities.

Work Schedule and Conditions

This is a full-time, fully remote position based in the United States. The Manager is employed by ASTDD. The ASTDD Central Office operates on Eastern Time, and the Manager is expected to be generally available during core business hours in the Eastern Time zone, with flexibility to accommodate meetings, programs, and members across U.S. time zones. As an exempt position, some evening and occasional weekend work is expected to support committees, Communities of Practice, educational programs, and events.

A computer and standard software necessary for the position will be provided. The employee must maintain reliable high-speed internet sufficient to support video conferencing, virtual programming, digital collaboration, and management of electronic files and records.

Travel is required at least twice per year for the annual conference and staff retreat, with additional travel as needed. Annual conference travel may last up to approximately six nights. Attendance at in-person onboarding in Rochester, New York, is required, and reasonable travel, lodging, and related expenses for required onboarding and business travel will be arranged and/or reimbursed by the organization in accordance with its travel and expense policy.

Compensation and Benefits

This full-time position offers a salary range of \$70,000–\$85,000 annually. Actual starting salary will be based on qualifications, experience, skills, and organizational equity considerations. Benefits include health insurance (medical, dental, vision); retirement plan eligibility after six months of employment; paid holidays and floating holidays; accrued vacation and sick leave; and state-mandated benefits including paid family leave, disability benefits, and paid prenatal personal leave, as required by applicable law based on the employee's state of residence. Full details regarding all benefits, leave programs, and accrual schedules are provided in the ASTDD Employee Handbook and applicable organizational policies.

Equal Opportunity

ASTDD is an equal opportunity employer and is committed to building an inclusive workplace. Candidates from a broad range of backgrounds and experiences are encouraged to apply.

Interested?

If you're excited about the opportunity to help strengthen oral health leadership, support public health professionals, and contribute to a growing national organization, we'd love to hear from you.

We recognize that candidates don't always meet every qualification listed. If this role excites you and you believe you'd be a strong contributor to our team, we encourage you to apply.

To apply, please complete the [application](#) by providing your contact information, uploading your resume or CV, cover letter, and a writing sample, and answering a few brief questions about your experience and interest in the position.

If you have questions about the position or application process, please contact Matt Zaborowski, ASTDD Executive Director and ASTDD Foundation President & CEO, at mzaborowski@astdd.org.

Applications will be reviewed beginning July 13, 2026, and will remain open until the position is filled.