

Program Manager

BASIC FUNCTION

Within the framework of the policies of the Association and under the direction of the Executive Director, the Program Manager is responsible, in coordination with the Engagement & Outreach and Education & Events Teams, to provide oversight and support for a wide range of programs and activities critical to the mission of the Missouri Dental Association (MDA). This includes duties related to the Association's engagement efforts with current and potential members and conducting annual meetings and continuing education events. This is a full-time position.

GENERAL RESPONSIBILITIES

1. Interact with all staff-directed teams to achieve the mission of the MDA and foster a team-first spirit.
2. Work as part of the Engagement & Outreach Team to attend events and understand all aspects of engagement with current and potential members.
3. Work as part of the Education & Events Team to manage various continuing education meetings, membership events and related meeting activities for the Association.

ENGAGEMENT TEAM RESPONSIBILITIES

Assist Engagement & Outreach Director with:

1. Dental Student activities, including recruitment, coordination of Food For Thought program, Freshman Orientation, National Signing Day and Mentor Program.
2. New Dentist Committee activities, including attending meetings and providing general support to the Committee.
3. Various outreach activities for the MDA and its subsidiaries and foundations.
4. Foundation project development and implementation (both existing and new), including but not limited to Connect4Cash, Dental Scholarships, Dental Supplies Requests, and memorial program.
5. Working with the communications department to create appropriate communications and marketing pieces to enhance member and public awareness of Foundation initiatives.
6. Implementing and coordinating access to care initiatives and oversight including maintaining supply inventory, keeping protocols and policies current, and other needs as they arise.

EDUCATION TEAM RESPONSIBILITIES:

Assist Education & Events Director with:

1. Provides oversight, planning, directing and reporting of the Association's Meetings/Education programs including site selection, negotiation of hotel contracts, coordination of speakers, development of registration and exhibitor brochures, audio-visual requests, food and beverage selection, entertainment selection, implementation of onsite meeting, and reconciliation of final invoices and bills.
2. Implements and coordinates meeting activities for association:
 - Update/Create registration forms.
 - Create meeting databases, review and balance registration fees and events.
 - Organize onsite registration, prepare attendance sheets, name badges, CE Cards, evaluation forms, handouts, etc., and prepare attendance figures and evaluation summaries after the meeting (administrative assistant to assist).
 - Responsible for catering of in-office events (Board, staff, ad-hoc meetings, etc.).
3. Serves as staff liaison to the Education Committee attending meetings, recording and transcribing minutes, working in conjunction with the Committee Chair to prepare agendas, draft correspondence, develop budget requests and provide general support to the Committee.

OTHER RESPONSIBILITIES

1. Engage in professional development and improvement through self-study and attendance at budgeted conferences and events that substantially relate to the fulfillment of any of the responsibilities stated herein.
2. Attend meetings of the Board and the House of Delegates.
3. At the direction of the Executive Director, enlist members and coordinate all activities associated with any ad hoc or committee to which assigned.
4. At the direction of the Executive Director, attend meetings and travel for Association as required.

INTERNAL RELATIONSHIPS

The Program Manager reports directly to the Engagement & Outreach Director and Education & Events Director with regular feedback from the Executive Director. This person serves as a team member with all members of the Executive Office staff to fulfill the strategic plan and ends of the Association and the MDA Foundation.

EXTERNAL RELATIONSHIPS

The Program Manager maintains appropriate relationships with Association members, other associations and allied industries, the media and public service organizations to enhance the image of the Association and the attainment of its objectives.

PREFERRED QUALIFICATIONS

The Program Manager should have the following preferred qualifications:

1. Bachelor's degree in business, communications or other related field.
2. Independent decision-making and project management skills.
3. Excellent organizational, time management and team skills.
4. Strong written and verbal communication skills.
5. Ability to travel, as required, on weekdays, evenings and/or weekends to events around the state as well as regionally and nationally, when deemed necessary.
6. Proficiency in the use of Microsoft Office Products and Adobe Acrobat.
7. Sales experience a plus.

ADDITIONAL DETAILS

- Salary range is \$50,000 to \$60,000 annually. Commensurate with professional experience and qualifications.
- Full ranging benefits package to include retirement plan, life insurance, health and dental care, cafeteria plan, and paid vacation, holidays, sick/personal leave.

TO APPLY

Send cover letter, resume and salary expectations by January 31, 2025 (digital files accepted) to:

Mandy Lewis
Missouri Dental Association
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Jefferson City MO 65109
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