



Position Description

Date: January 4, 2026

Position Title: Chapter Relations and Engagement Manager

Reports to: Vice President, Governance & Membership

Status: Exempt

Position Summary

The Chapter Engagement Manager is responsible for the development, training, and ongoing support of ASAM's Chapters. This role builds and maintains strong relationships with chapter leaders and administrators, ensuring chapters operate effectively, remain compliant with ASAM policies, and are well-equipped to advance ASAM's mission at the local level.

Responsibilities and Duties

Chapter Support & Operations

- Identify and implement new strategies to enhance ASAM's support of chapter leaders and administrators.
- Monitor chapter operations, governance, and activities to ensure compliance with ASAM policies and procedures.
- Coordinate the annual chapter compliance request and reporting process.
- Maintain accurate and up-to-date records for all chapters, including bylaws, leadership, elections, meetings, and administrators, in the AMS and on the website.
- Develop, maintain, and update procedures and operational guidelines for chapters.

Training & Leadership Development

- Develop, manage, and deliver chapter tools and resources, including chapter operations guides and leadership onboarding materials.
- Plan and facilitate Quarterly Chapter Leadership Training and Onboarding sessions.
- Coordinate two annual "Ask the Attorney" webinars for chapter leaders.
- Develop and organize the Chapter Leadership Summit and roundtable meetings focused on leadership development and best practices.

Elections, Engagement & Volunteer Support

- Support chapter leaders with requests for mailing lists, surveys, elections, and other operational needs, including traveling exhibits.
- Coordinate announcements for applications and elections for chapter committees and board positions.
- Serve as the primary staff liaison to the Chapters Council, including agenda development, meeting materials, minutes, and speaker coordination.
- Manage the Chapter Council Community on the Higher Logic platform.

Finance, Data & Systems

- Coordinate the annual request for chapter dues rates and administrative fees.
- Manage monthly chapter dues reconciliation and disbursement.
- Analyze chapter data and develop insights and recommendations to improve chapter performance and engagement.
- Establish and track key performance metrics for chapter success.

Communications & Member Engagement

- Coordinate chapter-related content for the ASAM Member Connect monthly newsletter.
- Provide administrative and project support for membership initiatives, including dues processing and responding to member inquiries.
- Represent ASAM at ASAM events, chapter meetings, and allied industry events, as needed.
- Perform other duties as assigned.

Required Qualifications

- Minimum of two years of experience managing or supporting association chapter relations.
- Experience working with an association management system (Rhythm preferred).
- Proficiency in Microsoft Office Suite.
- Experience working with volunteer leaders, committees, and external stakeholders.
- Strong presentation and facilitation skills for groups of varying sizes.
- Demonstrated project management experience.
- Ability to travel occasionally.

Preferred Qualifications

- Experience working with medical or healthcare professional associations.
- Bachelor's degree.
- Experience managing budgets and financial reconciliation between an AMS and accounting system (Intacct preferred).

Skills and Abilities

- Strong interpersonal and relationship-building skills.
- Excellent written and verbal communication with strong customer service orientation.
- Ability to manage multiple priorities in a fast-paced environment with attention to detail.
- Analytical, resourceful, and solution oriented.
- Collaborative team player with a positive, professional attitude.
- Self-starter with creativity and initiative.

Salary and Benefits:

Salary: \$65,000-\$70,000 Commensurate with experience.

Benefits: Robust benefits, including 4 weeks (paid) parental leave, family health, vision, and dental benefits, 401(k) plan match. Flexible remote work arrangements available.

To Apply:

Please submit a resume and cover letter explaining your interest in this position and how your skills match the position to the following address:

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=7030339

ASAM provides equal opportunity to all staff. No person shall be discriminated against because of race, color, religion, sex, national or ethnic origin, age, physical handicaps, marital status, sexual orientation, family responsibilities, political affiliation, or any other category that is protected by federal law or the laws of the Maryland.



ASAM is proud to be honored with the Sloan Award for Excellence in Workplace Effectiveness and Flexibility for its use of flexibility and other aspects of workplace effectiveness as a workplace strategy to increase business and employee success. ASAM was one of eight organizations and the only association to be recognized in the state of Maryland.