

Position: Membership & Communications Director**About ABANA**

For more than 35 years, ABANA has been a bridge connecting the leading finance professionals in North America with the MENA region. Based in New York City, ABANA is a professional association that provides its vast network of members with access to timely business intelligence, direct contact with business and government leaders and opportunities to build meaningful professional relationships.

SPECIFIC DUTIES AND RESPONSIBILITIES**MEMBER RELATIONS (60%)**

- Work with the Executive Director and team to manage recruitment and retention of ABANA members (institutions and individuals).
- Develop and oversee the implementation of a plan for identifying membership needs for support and service from ABANA, including assessments, visits and surveys.
- Provide a high level of service including building strong relationships with members, non-members, supporters and others.
- Assist ABANA in engaging in effective collaborative relationships with member programs. Responsible for timely entry and acknowledgement of all memberships.

COMMUNICATIONS (40%)

- Create framework/talking points for member programs in partnership with the Programs Director.
- Coordinate with Programs Director to support organizational communications and member programs with written information for newsletters, annual reports, website, social media, etc.
- Expand ABANA's social media presence through existing and new social media outlets, with emphasis on highlighting current members, institutions and speakers. Manage ABANA website member log-in accounts, ensuring that registrations are kept updated and new registrations are implemented in a timely manner.

QUALIFICATIONS

- Undergraduate degree in communications or marketing (preferred)
- 3-5 years of work experience in the private or public sector
- Excellent communication and organization skills
- Experience with recruitment and fundraising
- Proven ability to develop recruitment and marketing strategies to further the association's reach in the US and MENA
- Demonstrated ability to take initiative, multi-task, operate effectively under time constraints
- Interest to work in a small office with a fast paced environment
- Familiarity with the MENA region and finance industry a plus!
- Knowledge and experience working with WordPress (website and other WP plug-ins), G-Suite, MailPoet (website), Filemaker (database)

HOW TO APPLY

- Please send your resume and cover letter (optional) to info@abana.co.
- Visit our website for more information: www.abana.co.