



SOCIETY OF DIAGNOSTIC MEDICAL SONOGRAPHY

+1 214.473.8057 | +1 800.229.9506 | sdms.org

POSITION TITLE

Engagement and Outreach Manager

POSITION SUMMARY

The Engagement and Outreach Manager (EOM) works closely with staff and volunteers to support engagement and outreach efforts related to the SDMS and SDMS Foundation initiatives including awards and recognition, sponsorship and partnership opportunities, events (in-person and virtual), and the *Journal of Diagnostic Medical Sonography* (JDMS). This role requires strong leadership, excellent communication skills, and a proactive approach to problem-solving.

LOCATION

This is a remote, work-from-home position requiring periodic visits to the SDMS office in Addison, Texas. The SDMS can only consider candidates residing in the Dallas/Fort Worth, Texas area.

EXAMPLES OF DUTIES & RESPONSIBILITIES

Note: This is not a complete list of this position's duties and responsibilities. The items below are examples of the types of activities performed. Other duties may be assigned.

- Respond to departmental phone and email inquiries from SDMS members, customers, volunteers, authors/reviewers, and vendors
- Work with staff to coordinate logistics and administer SDMS live and virtual events, including event setup in the association management system (AMS), processing attendee and vendor registrations, participants' SDMS CME credits, advertising, and sponsorship applications, as well as ordering supplies and coordinating packing/shipping logistics
- Assist with reviewing, evaluating, and reporting on key event metrics (e.g., attendance, evaluation data, expenses/revenue, etc.) for SDMS in-person and virtual events
- Coordinate and arrange travel logistics for all the SDMS and SDMS Foundation volunteers and staff as needed (e.g., SDMS Annual Conference speakers, Board members, etc.)
- Work with staff to support volunteer management, including processing applications and maintaining volunteer data in the SDMS systems
- Administer SDMS achievement awards and scholarly competitions, including reviewing award applications for eligibility, administering the evaluation process, and working with staff to support the Membership Awards and Recognition Committee
- Work with staff and volunteers to support the SDMS Foundation Emerging Leaders program including reviewing applications for eligibility, and administering the evaluation process
- Administer manuscript acceptance, review, and revisions for the JDMS, ensuring a quality and timely final publication



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- Work with staff and volunteers to support the effective management of JDMS meetings and teams, including the production of statistical reports
- Assist with system testing and customizations to ensure quality assurance
- Support volunteers, committees, and task forces, as assigned
- Maintain departmental documentation to ensure data is current, complete, and accurate
- Comply with and contribute to departmental policies, procedures, and auditing/quality assurance processes
- Assist with other projects as assigned

QUALIFICATIONS

EDUCATION/CERTIFICATIONS/LICENSES

- Bachelor's degree required (or equivalent educational experience and skillset)
- Certified Association Executive (CAE) or position related credential preferred

SKILLS & EXPERIENCE

- At least 3-5 years association experience required, including management of peer-reviewed publications, awards, sponsorship, and meetings, etc.
- Association management software experience required; netForum Enterprise experience preferred
- Problem-solving skills; comfortable with ambiguity and confident in your ability to work through the unknown.
- Strong project management and quality assurance experience with an ability to understand the big picture
- Excellent organizational skills and attention to detail, including the ability to maintain accurate and easily accessible records
- Ability to prioritize multiple projects and respond to changing priorities based on deadlines and requests from volunteers, customers, and staff
- Strong written/oral communication and interpersonal skills, including the ability to communicate in an open and honest manner in a collaborative team environment
- Ability to work effectively, efficiently, and independently in a fast-paced environment and motivated to achieve outstanding results
- Sincere customer service mindset with volunteers, customers, and staff.
- Strong computer skills including Microsoft Office applications, HTML, etc.; Internet and technology savvy



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PHYSICAL REQUIREMENTS

The employee must be physically capable of performing all assigned duties, including but not limited to:

- Normal office activities
- Ability to lift up to 25 pounds