



Safety Net Hospitals for Pharmaceutical Access  
www.snhpa.org

## Member and Subscriber Recruitment/Sales Professional

### About SNHPA

Safety Net Hospitals for Pharmaceutical Access (SNHPA) is an organization of over 800 public and private non-profit hospitals and health systems that participate in the Public Health Service 340B drug discount program. SNHPA was formed to increase the affordability and accessibility of pharmaceutical care for the nation's low-income and underserved populations. SNHPA monitors, educates, and serves as an advocate on federal legislative and regulatory issues related to drug pricing and other pharmacy matters affecting safety net providers. SNHPA is dedicated to protecting the 340B program and creating new opportunities for member hospitals to save on pharmaceuticals.

Safety Net Hospitals for Pharmaceutical Access has an immediate opening for a **Member and Subscriber Recruitment Coordinator**. We are seeking an entrepreneurial, results- and mission-oriented professional with some experience in membership and business development. The Coordinator will recruit hospitals enrolled in the 340B drug discount program to join SNHPA, help us grow the base of subscribers and advertisers to our publication, the *Drug Discount Monitor*, and recruit current members to contribute to a special advocacy initiative to address threats to the 340B program.

#### Duties:

- Reach out via phone, email, and mail to key decision makers (e.g. CFOs, CEOs and Directors of Pharmacy) at hundreds of prospective member hospitals to convince them to join
- Research contact information and update prospect database
- Coordinate closely with other staff to ensure that new members are processed properly
- Recruit new subscribers and advertisers to the *Drug Discount Monitor* including pharmaceutical companies, law and consulting firms and healthcare providers.
- Reach out to members and encourage them to join our special advocacy initiative
- The job requires limited travel (i.e. two to six times a year).

#### Qualifications:

- Bachelor's degree or above, preferably in business, marketing or communications.
- Minimum of 3 years of successful membership development experience, preferably in an association or non-profit organization.
- Demonstrated experience in researching and documenting contact information; maintaining up-to-date and accurate spreadsheets of contact information; preparing persuasive email and other communications for prospects, phone- and email-based outreach (*including cold calling*).
- Excellent organizational and project management skills including the ability to work independently, identify priorities, manage complex and dynamic databases and coordinate with staff
- Knowledge of/experience in the healthcare or pharmaceutical industries, ideally in a hospital environment, is preferred
- Persistence, enthusiasm and an entrepreneurial spirit
- Proficiency in Microsoft Office; understanding of iMIS software a plus but not required

**Salary:** \$50-60K, depending on experience and qualifications.

**To Apply:** Interested candidates should send a resume and cover letter to [admin@snhpa.org](mailto:admin@snhpa.org) or fax to SNHPA Administrator at 202-552-5868. Please include when you are available to begin working at SNHPA, your salary requirements and how you learned about this opportunity.