

**GHA
JOB DESCRIPTION**

TITLE: Manager, Professional Networking Groups

DATE: September 2026

CLASSIFICATION: Exempt

DEPARTMENT: Education

SUMMARY:

GHA seeks a highly motivated, independent, and flexible candidate to manage multiple Professional Networking Group (PNGs). GHA hosts numerous PNGs consisting of hospital employees of associated job types, such as hospital marketing staff, hospital facilities and engineering staff, nurse leaders, fundraising professionals, etc. Each PNG is guided by a leadership team formed by volunteers from their own membership who serve in an advisory capacity, and most have an assigned GHA staff liaison who serves as a subject matter expert and primary point of contact for the PNG leadership team. GHA provides the professional and organizational structure to support each PNG's annual conference and other engagement activities throughout the year. The Manager, PNGs, will oversee the day-to-day coordination of the PNGs and assist in their activities.

Responsible for implementing activities of GHA's Professional Networking Groups (PNGs) including, but not limited to:

- Planning and executing 8-12 conferences and events per year to ensure that all activities align with GHA priorities, member needs, and GHA's standards for member experience.
- Develop and manage PNGs' budgets and revenue streams to ensure positive net income.

ESSENTIAL FUNCTIONS:

Program management:

- Work with each PNG's leadership team and GHA staff liaison to plan, budget and execute the annual conference and other membership offerings throughout the year
- Work with GHA Staff Liaisons to ensure relevant content for each society
- Partner with Director, Education on speaker procurement, contract negotiations, and CE accreditation, as well as virtual education programming

- Collaborate with VP, Events on site selection and contract negotiations for in-person events
- Manage event logistics and provide on-site meeting management

Marketing & Member Experience

- Oversee marketing strategies and campaigns to drive conference attendance and year-round engagement
- Works with the Member Events Coordinator to maintain the membership information in GHA's association management system for each PNG.
- Maintains content and promotional information on the GHA website or other communication channels

Financial Management:

- Ensure that each PNG produces sufficient revenue through sponsorships and conference registration fees to support themselves and have a net positive revenue to GHA, including all direct and indirect expenses.

EDUCATION:

BA in PR, Marketing, hospitality management or related field is preferred. Relevant and demonstrated work experience may be considered in the absence of a degree.

Work location:

This role is based in-office, but after a successful orientation and preliminary period, maybe hybrid with remote work 2 days a week. Subject to change and future needs of the organization.

EXPERIENCE:

Five years' work experience

Three years' experience in volunteer management.

Three years' experience in event planning and execution.

KNOWLEDGE & SKILL:

Strong attention to detail and excellent time management skills to ensure all established deadlines and goals are met.

Excellent communication, customer service, interpersonal and writing skills.

Expertise in fostering and sustaining productive working relationships.

Experience in handling multiple projects in an organized, efficient, and resourceful manner.

Experience in negotiating and reviewing contracts to maximize value.

Proficiency in Microsoft Office and AMS platforms.

Ability to travel up to 25-35%, though concentrated in certain times of the year
Availability to work evenings and weekends, as needed.
Proficiency with remote, teleworking technology (Zoom and/or Webex & Teams) -

Equal opportunity employer as to all protected groups, including protected veterans and individuals with disabilities.

DISCLAIMER:

This job description indicates the general nature and level of work expected of the incumbent. It is designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.