



September 15, 2011

Manager, SharePoint Web Sites

Great opportunity to manage 4 web sites for a downtown medical/scientific association. AACC seeks an experienced SharePoint Web Site Manager with technical & creative skills. The SharePoint Manager will plan, develop, organize, and analyze the association's SharePoint web sites working with the stakeholders of the organization focusing on the association business needs and increasing the association's online presence using the most appropriate technology. The position is responsible for:

- Designing and implementing, Internet, Extranet, Intranet web pages with new features and functionality using appropriate tools and best practices.
- Working with each AACC program/department/customer/member group to define appropriate online programs and determine information needed to implement online programs.
- Promoting the web sites to appropriate internal and external audiences, leveraging SEO, SEM and online advertising; establishes, maintains, and moderates and online community forum, webinars, podcasts, blogs and related features.
- Managing the posting and organization of content and other elements to the web site.
- Coordinating with AACC program/department/customer/member group to manage the content of the web site.
- Analyzing traffic to web sites and recommends any necessary functionality and/or programming changes or removal of poorly trafficked pages.

Qualified candidates will have Bachelor's degree (B.A./B.S.) or equivalent from accredited college or university program in Information Systems and four to six years' experience managing, designing and developing Web sites; or equivalent combination of education and experience. Candidate must have experience using web technology as a communications tool to further association objectives. Prior experience in a non-profit environment and a knowledge of, or interest in, science and/or medicine is preferred. Individual must have prior experience managing simultaneous complex projects and meeting strict deadlines. Individual must be able to lead a team and work effectively in a team environment as well as work independently and cooperatively. A minimum of two years of supervisory experience is also required. Candidate must be able to work long hours when necessary and travel to annual meeting.

Qualified candidates may send resume and cover letter w/desired salary, to resumes@aacc.org; or fax to 202-833-7011. No phone calls please. EOE.

We offer great benefits, competitive salaries and Metro accessible location.