

JOB POSTING

Open Date: 8/11/2026
Closing Date: 9/1/2026
Position Title: **Affiliate Relations Manager**
Job Type: Full-Time, Exempt Position
Salary Range: \$72,000-\$90,000

The National Association of School Nurses (NASN) is a nonprofit specialty nursing organization, organized in 1968 and incorporated in 1977, representing school nurses exclusively. NASN has nearly 20,000 members and 49 affiliates, including one overseas.

Position Summary:

The Affiliate Relations Manager will serve as the primary staff liaison between NASN national headquarters and our state affiliate chapters. This role is responsible for building and sustaining strong relationships with affiliate leadership, supporting affiliate operations, and leading efforts to recruit, engage, and retain members at the affiliate level. By facilitating communication, delivering resources and support, and coordinating affiliate-level activities, the Affiliate Relations Manager will help strengthen NASN's network, ensure consistency across affiliates, and maximize the value and impact of affiliate membership for school nurses.

Key Responsibilities

- **Affiliate Support & Communication**
 - Serve as primary point of contact for all affiliates.
 - Provide ongoing support to affiliate leaders regarding governance, operations, events, membership-driven activities, compliance with national policies/standards, and access to NASN resources.
 - Maintain and update affiliate-level data (e.g., affiliate leadership rosters, membership counts, contact details) in NASN's database.
 - Ensure regular communication between NASN HQ and affiliates — e.g., newsletters, updates, guidance documents, onboarding of new affiliate officers, best-practice sharing.
- **Affiliate Engagement & Growth**
 - Design, plan, and implement initiatives to recruit new members to affiliates and retain existing members.
 - Support development of new affiliates or revitalization of inactive affiliates where needed.

- Collaborate with national membership, marketing, and program teams to align affiliate-level recruitment, retention, and engagement strategies with NASN's broader goals.
- **Meeting, Event & Program Coordination**
 - Develop agenda, scheduling, planning, and logistics for affiliate-level meetings, trainings, and events (virtual and in-person), including onboarding/orientation sessions for affiliate leaders.
 - Support affiliate participation in national-level events (e.g., national conferences, webinars), including communication, registration, and follow-up.
- **Leadership Development & Training**
 - Develop and deliver orientation, training, and resource materials for affiliate officers (e.g., volunteer governance training, best-practice guides, standard operating procedures).
 - Encourage and coordinate collaboration and knowledge-sharing across affiliates — e.g., peer mentoring, regional groups, shared webinars.
 - Monitor affiliate performance trends (membership growth, engagement, event attendance, compliance) and provide reports / feedback to senior leadership.
- **Strategic Planning & Continuous Improvement**
 - Work with senior leadership to develop and refine affiliate relations strategies, including identifying opportunities for affiliate growth, stronger engagement, and improved service delivery.
 - Help develop and implement metrics to evaluate affiliate health and performance (e.g., membership growth/retention, event participation, affiliate satisfaction).
 - Provide recommendations for improvement, resource needs, or structural adjustments based on data and feedback from affiliates.
- **Cross-Functional Collaboration**
 - Collaborate with NASN's membership, communications/marketing, program planning teams to integrate affiliate-level work with national initiatives (e.g., campaigns, continuing-education programs, partner engagements).
 - Serve as staff liaison to any committees or volunteer working groups related to affiliate relations.
 - Other duties as assigned.
- **Administrative Duties**
 - Maintain accurate records and documentation for all affiliate-related activities, events, communications, and reporting.
 - Manage calendar of affiliate events and ensure timely follow-up on action items.
 - Prepare regular reports for senior leadership summarizing affiliate status, key issues, trends, and progress on engagement goals.

Preferred Qualifications & Skills

- Bachelor's degree (or equivalent) in nonprofit management, communications, public health, education, or related field.
- Minimum five years' experience working in a membership organization or association with management of affiliates. Experience in nursing, public health, education, or healthcare associations is a plus.
- CAE preferred.
- Excellent communication (written and verbal), interpersonal, and relationship-building skills. Comfortable working with volunteers and leaders across diverse regions.
- Strong organizational skills, attention to detail, and ability to manage multiple projects and timelines concurrently.
- Proficiency with membership/association management systems (e.g., databases, CRM tools), and standard office software; willingness to learn Higher Logic/association platforms.
- Experience in event planning and coordination (virtual and in-person).
- Ability to analyze membership data, identify trends, generate reports, and make data-driven recommendations.
- Self-motivation, flexibility, and capacity to work collaboratively across functional teams.
- Demonstrated commitment to equity, inclusion, member service, and mission-driven work.
- Ability to travel overnight (approximately 5-10%) across the U.S. to support educational initiatives, participate in organization-wide meetings, and participate in external meetings and/or conferences.

Physical Demands and Work Environment

Environment: Remote work setting with occasional interruptions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: Sight must be in the normal visual range with or without correction.

Hearing: Auditory ability must be in the normal audio range with or without correction.

NOTE: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable*



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accommodations may be made to enable individuals with disabilities to perform the essential functions.

The statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and/or physical requirements required of all personnel within this job classification.

Location: Remote

Benefits: Health, Dental and Vision Insurance; Group Life, STD, LTD Insurance;
Paid Time Off; 403(b) Retirement Account

To apply: Email the following to kmcduffie@nasn.org with the subject line: **Affiliate
Relations Manager:**

- Resume
- Letter of interest with salary requirement
- References