Senior Manager, Education

Consumer Healthcare Products Association (CHPA) is a national trade association representing the leading manufacturers and marketers of over-the-counter (OTC) medicines and dietary supplements. We are seeking a talented professional to develop and execute educational program content for our members, including in-person meetings and seminars, as well as webinar and online content.

Reporting directly to the VP, Education & Meetings, the Senior Manager is a new position and works collaboratively with CHPA staff, committees, and members to develop educational programming; research and develop new educational program ideas; analyze the competitive landscape to recommend the best program offerings; arrange for services of speakers from government, industry, and other establishments; handle all education logistics including materials preparation, speaker logistics, and marketing assistance; and conduct evaluations of all education programs for program effectiveness.

The successful candidate has a bachelor's degree and at least seven (7) years of related experience working in education or programming, preferably within a trade association. Committee management experience is a plus. He/she is detail-oriented with exceptional follow-up and organizational skills and possesses the discretion, independent judgment, and professionalism required for working with senior level corporate executives and high-profile speakers. The ideal candidate has excellent written and verbal communication skills, a strong commitment to customer service, and the ability to travel for committee meetings and conferences 10-12 times per year, usually for a maximum of 2-3 nights.

Consumer Healthcare Products Association is located in downtown DC and offers a competitive salary and benefits package, including a generous 401(k) match, professional development opportunities, company events, and a workplace gym. To apply, please email cover letter and resume to Allison McKee, Senior Director, Human Resources at jobs@chpa.org.