

## **Member Services Manager**

Develop and execute membership retention and recruitment campaigns. New member services need to be researched, developed and implemented. Grow current member services. Handle certain administrative functions of the membership and member services programs. Oversee the production of the annual directory. Reach members through mail, fax, web site and social media. Work with our VP Communications to find new avenues through social media to market membership and services.

Excellent customer service aptitude and attitude are a must in working with both our external and internal customers.

This is a terrific opportunity for a recent college graduate or someone ready to move up to a business development position to grow into the potential business success of this position.

## **Job Requirements**

Education, training, experience:

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