

Membership Manager

XYZ Association is seeking an energetic association professional for the position of Membership Manager. This position will provide strategic direction and management of membership development, recruitment, and retention, as well as working with the President to provide association management services for a sister association.

Duties include membership marketing, development and execution of recruitment and retention campaigns, member communication, new member orientation, needs assessment for educational programming and member benefit/value creation.

Job Requirements

Education, training, experience:

Qualified candidates must have Bachelors Degree in business, marketing and/or sales or equivalent work experience in related association/membership field, a minimum of 3 years experience in association management and membership development, excellent customer service skills, superb written and oral skills, must enjoy working with people, have the ability to problem-solve and be proficient with use of technology including but not limited to Microsoft Office 2007 (Word, Excel, PowerPoint, Publisher and Outlook). Overnight travel is required approximately XYZ times per year.