

JOB TITLE: Membership Coordinator

LOCATION: Headquarters in Charleston, SC
South Carolina Association for CED

SUPERVISOR: VP of Operations

ORGANIZATION and JOB PURPOSE:

The SC Association for Community Economic Development (SCACED) is a dynamic membership association committed to building wealth for low income communities and families across South Carolina.

We are seeking qualified, high energy candidates with a proven track record in a non-profit or other related management position, to serve as our Membership Coordinator. Candidates should be ambitious individuals with credentials that prove an ability to excel in a rigorous, fast-paced non-profit organization.

As an SCACED team member, you will be asked to navigate various and exciting realms. Most of your time would be devoted to Membership activities. Additionally, you will be asked to join “on the ground” anti-poverty work in low-moderate wealth neighborhoods and partnership efforts of the state and national non-profit industry-with particular attention to state policy. Candidates should be adept, informed, and comfortable in all of these environments, and the position will entail some travel.

The Membership Coordinator would provide coordination and management of all activities related to membership including but not limited to recruitment and retention of members. Staff would be responsible for coordinating membership campaign to include non profit, corporate and individual members, provide consistent communication with members and ensure that members are accessing the benefits SCACED provides.

DUTIES AND RESPONSIBILITIES

- Serve as lead staff person in coordinating the SCACED’s Membership Activities
- Disseminate information on Membership through Marketing and Communications
- Grow network of members throughout the state
- Lead staff person to interact with Members
- Plan and Execute Member Meetings
- Plan and Execute Membership Campaigns
- Manage the development and production of products and services for members
- Responsible for Member retention
- Conduct member orientation calls

- Responsible for all filing and paperwork related to members
- Provide technical assistance to members as needed
- Evaluate and Measure results of Membership Activities
- Exhibit at Conferences and Event where potential members would be in attendance
- Staff Board Membership Committee as directed by the President and prepare committee reports for the President
- Duties related to Marketing to include e-newsletter creation and dissemination of relevant information to members
- Work with marketing firm to produce materials, update website content etc.
- Update membership database and develop monthly membership reports for Membership committee.
- Generate member prospect leads through a variety of sources including the Internet, periodicals and direct leads.
- Develop and organize member prospect spreadsheets complete with key contacts and background information.
- Compile membership packets

Information Gathering

- Remain aware of latest industry trends by tracking demographic, social and economic data for the state and its communities. Assess trends relevant to Community Economic Development and share with members
- Disseminate creative and innovative solutions to address Community Economic Development needs through a variety of media and other activities.

SKILLS AND EDUCATIONAL REQUIREMENTS

- Minimum of a bachelor's degree in marketing or related disciplines.
- At least 3 years prior job experience in membership and management required.
- Field experience working with grassroots groups in low-moderate income communities
- Ability to work with a diverse constituency.
- Ability to organize and manage diverse coalitions.
- Ability to communicate effectively both verbally and in writing.
- Fluency in MSWord, MS Access, MS Excel, MS PowerPoint, MS Outlook
- Intermediate level internet technology skills