



## Job Description

**Job Title:** Membership and Events Manager

**Supervisor:** Director of Outreach and Engagement

**FLSA Status:** Exempt

### Summary

The Membership and Events Manager is responsible for Member recruitment and external event planning activities. This position plays a critical role in achieving the goals of Movability and serves as a primary point of contact and liaison between Movability, the business community, and member companies.

Because Movability has a small staff, many duties/assignments/tasks overlap; collaboration and coordination are required for the success of the organization.

### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Membership:
  - Prospect and acquire new corporate and partner members to reach annual target sales goals
  - Conduct member site visits and prospect meetings
  - Onboard new members
  - Identify advocacy event opportunities and represent the organization
  - Maintain a membership communications strategy for new and renewing members
- Events:
  - Produce and oversee member events which include, but are not limited to, webinars, the Annual Mobility Breakfast, and networking events
  - Procure, coordinate, and schedule venue rental and speakers. Oversee the delivery, set-up, and provision of catering and all other equipment and supplies, including but not limited to audio/visual equipment, lighting, tables/chairs, linens, signage
  - Establish and maintain working relationships with sponsors, partners, vendors, and members
  - Establish and maintain invitation lists

- Maintain events outreach and attendance metrics
  - Compile estimated cost models, ensure invoices are processed, track budget and event statistics, and prepare reports
  - Perform and coordinate all on-site management
  - Oversee post-event debrief
  - Work with the Marketing and Communications staff to develop marketing strategies
  - Prospect new annual partners and sponsors to reach annual target sponsorship goals
  - Determine partnership alignment and provide options and pricing structures
  - In collaboration, execute sponsor agreements
- Provide back-office administration of membership including billing using QuickBooks Online, tracking members and sponsors in the CRM, and other necessary clerical duties
  - Support educational events and opportunities to promote the Movability brand and elevate Movability's position within the community
  - Contribute to the efficiency of the organization by performing other duties and taking part in special projects, as assigned

**Secondary Duties and Responsibilities** include the following. Other duties may be assigned.

- Develop a comprehensive membership growth strategy focused on acquisition and engagement with Movability programs and events

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- **Education**
  - Bachelor's degree from a four-year college or university; 2-4 years relevant experience and/or training; or equivalent combination of education and experience
  - Preferred: Bilingual in English and Spanish
- **Experience**
  - Proven success in membership recruitment and event planning
  - Database management with acute attention to detail and completeness
  - Demonstrated excellence in organizational and communication skills.
  - Exceptional written and verbal communications skills with the ability to communicate at all levels with tact and discretion
  - Self-motivated; detail-oriented; organized with the ability to prioritize, multitask,

- and meet deadlines
- Demonstrated presence, positive attitude, self-confidence, common sense, and good listening ability
- Preferred: QuickBooks Online
- **Computer Skills**  
Proficient in Microsoft Outlook, MS Word, Excel, and Power Point, business writing, proofreading, and general office procedures.
- **Physical Demands** 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 accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 35 pounds.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- **Job Knowledge** - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.
- **Change Management** - Builds commitment and overcomes resistance. Communicates change effectively. Develops workable implementation plans. Monitors transition and evaluates results. Prepares and supports those affected by change.
- **Consultative Selling** - Applies product and market knowledge effectively. Asks questions to discover member needs and challenges Builds rapport and establishes trust. Manages and documents sales/membership process. Presents solutions that meet member objectives.
- **Cost Consciousness** - Conserves organizational resources. Contributes to profits and revenue. Develops and implements cost saving measures. Works within approved budget.
- **Impact & Influence** - Achieves win-win solutions. Addresses divergent opinions. Displays ability to influence key decision-makers. Pursues and wins support for ideas. Uses authority appropriately to accomplish goals.

- **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Adaptability** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **Business Acumen** - Understands business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.
- **Judgement** - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives.
- **Problem Solving** - Develops alternative solutions. Gathers and analyzes information skillfully. Identifies problems in a timely manner. Resolves problems in early stages. Works well in group problem solving situations.

**The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.**

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date