



Job posting: Membership and Events Manager in Austin, Texas

Movability is seeking an ambitious and confident individual to serve as a full-time Membership and Events Manager. The ideal candidate will have experience in business association membership recruitment and event planning; a passion to reduce traffic congestion in Central Texas; possess strong organizational and strategic thinking skills; and have a “can do” attitude with the ability to maintain positive relationships with a variety of stakeholders.

This is a full-time salaried exempt position with a pay range of \$47,000 - \$54,000 depending on qualifications. Only on rare occasions will nights and weekends will be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Benefits include:

- Four+ weeks of paid time off
- Hybrid work environment
- Employer matching retirement plan
- Comprehensive suite of insurance and an employee assistance program
- Access to free learning and development courses
- Monthly commuter benefits
- Monthly cellphone stipend

What you'll do:

- Prospect and recruit corporate and partner members
- Represent Movability at advocacy and networking events
- Produce and oversee member events from concept to completion
- Secure event sponsorship
- Input, edit, and maintain accurate information in CRM
- Provide back-office administration of membership and events including accounts receivable and payables
- Communicate and provide exceptional customer service to staff and board members, vendors, members, and stakeholders

What you'll bring:

- Two to four years of relevant experience and/or a bachelor's degree from a four-year college or university in a related field
- Proven success in membership recruitment or sales
- Successful planning of in-person and virtual events
- A high proficiency in Microsoft Outlook, MS Word, Teams, and Zoom
- Experience in database management

- An acute attention to detail and the ability to adapt to changing priorities while meeting deadlines
- A positive attitude, self-confidence, common sense, and good listening ability
- Effective communication skills, which can be adapted to a variety of audiences
- Ability to work in our downtown Austin, Texas office three days each week

Preferred Qualifications:

- Proficiency in QuickBooks on-line
- Ability to write professional reports and business correspondence
- Experience in collecting and categorizing data
- Bilingual in Spanish/English
- Experience with Twitter, Instagram, LinkedIn, and Facebook for business use
- Fully vaccinated
- Transportation Demand Management (TDM) knowledge or experience

What to send to us:

Cover letter and resume to jobs@movabilitytx.org. Please note “Membership and Events Manager” in the subject line. Direct all correspondence to Kate Harrington, Director of Outreach and Engagement. A complete job description can be found [here](#). Resumes will be taken through Friday, March 31, 2023, or until the position is filled.

Who we are:

As a business association, Movability provides commute consulting and programs to businesses and commuters in Central Texas. We are proud to work with employers in all industries and of all sizes. We provide mobility education and services that save the employer and their employees time and money while helping them reach sustainability goals.