



Membership and Corporate Development Manager Job Description

Full-Time Position
Reports to Executive Director

Job Overview:

We are looking for a results-driven and detail-oriented individual to join our team as the Membership and Corporate Development Manager. In this role, responsibilities include corporate member recruitment, retention and annual participation and sponsorship support. A Corporate Development Committee will serve to assist with outreach on a voluntary basis. Will have annual membership and event/program sponsorship goals.

Job responsibilities include, but not limited to, the following:

Manage and Engaged Corporate Membership Base

- Maintain communications with corporate members regarding GLWBC events and opportunities
- Meet with corporate members annually to create a financial support and participation plans
- Manage invoicing process through Salesforce
- Coordinate annual corporate membership survey
- Make quarterly visits to Indiana to meet with corporate members
- Attend at least 2 events in West MI annually to meet with current and potential corporate members

Increase Corporate Membership Base

- Create annual corporate recruitment plan to ensure diversified industry base and active membership.
- Support Corporate Development Committee to create annual workplan including their role in corporate membership recruitment and retention as well as corporate web-based trainings and corporate workshops at annual conference
- Review and update corporate recruitment PowerPoint and materials as needed
- Review and create updates for corporate membership website pages as needed

Manage Corporate Membership Engagement

- Recruit corporate members for matchmaking, speaking and other event activities
- Gain feedback on corporate engagement experiences
- Identify additional corporate engagement opportunities

Accounting Support Regarding Invoicing

- Follow financial policies and procedures regarding processing and recording invoices
- Maintain invoice log
- Follow up on unpaid invoices

Other

- Attend staff and other meetings as necessary
- Prepare reports and fulfill other responsibilities as assigned
- Work collaboratively with other departments as needed
- Some travel required
- Travel by airplane required
- Stay at conference hotel during annual conference and possibly other times

Skills

- Interpersonal Skills
- Oral/Written Communications
- Microsoft Office proficient (Word, Excel, PowerPoint)
- Able to manage and meet several deadlines simultaneously
- Ability to ask for funding and support

Qualifications

- Some college education, bachelor's degree preferred
- Experience in fund and/or membership development preferred
- Ability to collaborate with internal teams and external committees
- Experience working with multiple deadlines successfully

Application Process:

Submit resume to Kelly Hill khill@greatlakeswbc.org. No phone calls will be accepted regarding this job posting. For more information, please reference the website at www.greatlakeswbc.org