



National Council for Science and the Environment

Position Announcement Membership Manager

About NCSE

The National Council for Science and the Environment (NCSE) works with scientists, educators, policymakers, business leaders, and officials at all levels of government to inform environmental policy and decision making with the use of science. Founded in 1990, NCSE is a 501(c)(3) non-profit organization. As a non-partisan organization, NCSE provides resources and networks to support our community of member universities, their work, and their professional development efforts. NCSE is a leader in educational research that tracks and analyzes the evolving fields of interdisciplinary environmental, sustainability, and energy (IESE) higher education. NCSE has been a long-standing national voice in support of federal funding for environmental research and education.

Position

Reporting to the Deputy Director, the Membership Manager will lead recruitment and expansion efforts for NCSE's existing membership categories, including four-year and two-year institutions of higher education, and lead the development of new membership categories beyond our current membership base for launch in 2018.

Responsibilities

In direct consultation and coordination with the Deputy Director, the Membership Manager will be responsible for:

Membership Development (80%)

- Work with the Executive Director and Deputy Director to set membership targets, budget, and workflow priorities for membership through the calendar year;
- Plan and lead campaigns to renewing and prospective members, including mailings, emails, phone calls, in person meetings, and other efforts;
- Communicate directly with prospective or current members to provide explanation of benefits and resources;
- Constantly think creatively about prospective new members and how to engage with them;
- Maintain accurate membership lists and engagement tracking, with support of Program Officer and interns;
- Lead the development and launch of new membership categories, including dues levels, member benefits, and prospective member list for new categories.

Membership Engagement (20%)

- Work closely with entire NCSE team to plan and implement programs, events, initiatives, and other benefits designed to provide value to members and promote membership retention and growth;
- Maintain high level of member satisfaction and engagement with member benefits, and strategize new opportunities for member engagement through member feedback and market analysis.

Qualifications

- Candidate should have a minimum of 5 years experience in membership development and member engagement;
- Excellent organization and project management skills;
- Exceptional people skills and high level of proficiency in written and verbal communication skills, with sensitivity to quality;
- Experience with Salesforce or related CRM service;
- Skilled in full Microsoft Office including Word, Excel, and PowerPoint, as well as Google Suite;
- Bachelor's degree. Degree in business, marketing, or related field a plus.

The position requires

- A good knowledge of marketing, management, administration, planning, market research, and member relationship management skills and techniques;
- Genuine enjoyment of meeting others and learning about the successes and challenges they experience in their endeavors;
- Self starter with demonstrated ability to work well alone and to collaborate effectively and collegially with others, including in remote capacities;
- Strong team player: we are a small group with a 'roll up your sleeves' culture, so we are looking for someone who is excited about lending a hand;
- Extremely organized with ability to manage multiple projects, and strong follow-through.

Salary

Commensurate with experience

Start Date

September 18, 2017

How to Apply

Please submit a resume, cover letter, and writing sample to jsoule@ncseglobal.org no later than September 1. Applications will be reviewed on a rolling basis. Early submission is recommended.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. NCSE is committed to building and sustaining a culturally diverse team and strongly encourages applications from female and minority candidates.