



Manager, Membership & Events

Women and girls focused nonprofit seeks passionate, personable, energetic candidate looking to impact the community

Are you passionate about women's issues? Do friends refer to you as a natural social maven? Is networking second nature to you? Do you love building mutually beneficial relationships? Are you a creative problem solver and enjoy working with talented women on team projects? Can you quickly see partnership synergies between brands?

If you can answer yes to all of these questions, then this just might be your dream job.

Step Up Women's Network is a national non-profit membership organization dedicated to connecting and advancing women and girls. By bridging communities of professional women and underserved teen girls through mentorship, networking and advancement, we ensure that women and girls have the opportunities they need to create a better future.

Position Summary

The Manager, Membership & Events works under the supervision of the Managing Director to achieve the goals of the organization in the areas of Membership & Fundraising, Professional Development and Social Networking. In addition to long-term relationship building, fundraising, & meeting and surpassing revenue goals, additional responsibilities to include volunteer management, event planning and program evaluation.

A summary of responsibilities include:

Membership Development & Management (30%)

- Develop and execute strategies for individual member acquisition, renewal, upgrades, and overall member satisfaction for the local office
- Develop and execute strategies for corporate membership partnerships
- Manage a committee of volunteers in membership recruitment & retention, in-kind donation solicitation and fundraising
- Plan and execute annual membership recruitment events, including monthly Open Houses and an Annual Membership Celebration for 600 + attendees, including coordinating all event logistics
- Coordinate with other Step Up staff and volunteer committees to help increase member involvement and participation in various community programs
- Secure in kind donations for Step Up gift bags
- Collaborate with national team of staff members managing membership to devise and execute best practices and strategies
- Manage the Step Up member database and keep good contact records
- Manage all member-related admin – contact info changes, welcome packets, event registration, customer service inquiries, etc.
- Recruit and train student interns

Social Networking, Local Fundraising & Relationship Building (30%)

- Solicit local event sponsorships at the \$2,500 level and above
- Design and implement fun and engaging Social Networking events for members (shopping, spa and networking events), including all event logistics
- Assist in soliciting sponsorships for Step Up's annual signature fundraisers
- Assist in event logistics for Step Up's annual signature fundraiser, including securing in-kind donations of luxury hand bags and on-line auction experiences and coordinating upwards of 40 volunteers for event execution.

- Build, maintain & grow strategic relationships with all organizations, venues and partners via thank you notes and follow-through
- Manage a portfolio of local fundraising prospects

Professional Development Programming (25%)

- Plan and implement Step Up branded professional panels, teleseminars and breakfasts highlighting woman industry leaders
- Execute professional development events through securing high-level speakers, managing event logistics (food/beverage, venue, etc.), and marketing Participate in strategic planning through national staff meetings and conference calls with the other offices' program staff
- Perform periodic program evaluation to improve and innovate the programs as needed
- Facilitate national or local sponsorship of professional development programs

Administrative Support (15%)

- Support the administrative needs of the Managing Director.
- Participate in weekly staff meetings, monthly national staff meetings and an annual staff retreat
- Provide excellent customer service via phone and email inquiries regarding membership and event registration questions and issues
- General office support including research, data compilation and entry, filing, mailing, running errands and the like

Qualifications

The successful candidate will meet the following criteria:

- Education: BA in related field
- Three to five years of work experience
- Self-starter and fast-learner who does not require heavy supervision and copes well with change
- Excellent relationship-building and networking skills
- Proven success in fundraising/sales/membership acquisitions
- Creativity in proposing new ideas and programs
- Strong public speaking skills
- Event planning & management experience
- Ability to multi-task in a fast paced environment
- Attention to detail and ability to deliver quality, professional work
- Excellent written and verbal communication skills and interpersonal skills
- High level of organization and professionalism
- Ability to work well with multiple constituencies (staff, member leaders and volunteers, board members, senior level executives, sponsors, and donors).
- Proficiency in Microsoft Office programs and the Internet
- Passion for women's issues

Salary

Salary is commensurate with experience plus health insurance benefits and vacation benefits.

To Apply

Send cover letter, resume and answers to the questions below to Jamie Kogan at jamie@suwn.org.

As an addendum, please provide answers to the following. **Only applicants who provide answers to these questions will be considered for the position.**

1. Professional Development: Step Up hosts two large-scale Professional Development panels each year. These events feature prominent businesswomen from the community and aim to inspire members to advance their careers. Please come up with a relevant panel topic facing professional women today and identify three appropriate panelists. Indicate why each woman is a good fit in 1-3 sentences.
2. Give a brief example of a time when you had to sell through an idea, concept or service to someone. How did you approach the situation? What tactics did you employ? What were some of your challenges? And what was the result?

No phone calls please. We will contact all candidates that we wish to interview.