MEMBERSHIP MANAGER

DEPARTMENT: MEMBERSHIP

POSITION: Membership Manager

REPORTS TO: President and CEO

CLASSIFICATION: Full Time

LOCATION: Washington, D.C. (remote candidates considered)

COMPENSATION: $60,000 – $65,000 annual salary

The International Association of Blacks in Dance preserves and promotes dance by people of African ancestry or origin, and assists and increases opportunities for artists in advocacy, audience development, education, funding, networking, performance, philosophical dialogue, and touring. For more information, please visit www.iabdassociation.org

POSITION SUMMARY
The International Association of Blacks in Dance (IABD) is seeking a highly organized and detail-oriented, strong communicator, team builder and leader, who is passionate about working with people and communities to support IABD as it continues to grow. An ideal candidate will play a central role in recruitment and retention of members and collaborate with senior leadership to analyze and increase member engagement. The Membership Manager will have primary responsibility for IABD’s membership database/association management system.

KEY ROLES AND RESPONSIBILITIES
The Membership Manager is responsible for acquiring and maintaining membership for the organization. This individual is often one of the first people with whom prospective members come into contact, so it is vital that the director is outgoing and personable. Working in close partnership with IABD’s senior leadership, they will hold key responsibilities for:

Recruitment and Retention

- Managing member recruitment process, including assessing eligibility of prospective members, implementing and communicating messaging campaigns, and coordinating recruitment contacts.
- Managing member application and renewal, including issuing dues invoices and processing and tracking payments.
- Developing member retention communications and tactics, including efforts to engage new members.
- Represent IABD at speaking and networking opportunities, with expected domestic and international travel.

Database/Association Management System

- Maintaining records in membership database (both directly and by coordinating the work of volunteers).
- Producing regular and occasional, standard and custom, reports and analyses of member and participation information.
- Collaborating with partners and networks to track and share data and information about participation in specific initiatives.
- Responding to information or customer service inquiries from members.
- Developing informational and support materials on IABD membership generally.
• Collaborating with external AMS support (YourMembership) and development partners or contractors to maintain and develop the database.

EDUCATION AND EXPERIENCE
• A Bachelor's degree in advertising/marketing/public relations, business management, or equivalent work experience is required and have at least, three (3) years of experience performing job responsibilities similar to those outlined above including information management experience.
• Excellence in database administration is essential, as is experience with customer service.
• Proven experience managing client relationships.
• Ideal candidate will be a creative thinker, self-directed, flexible and team player.
• Ability to prioritize and multitask; exhibit “follow through” on tasks and goals.
• Superior communication and organization skills, deadline and detail oriented.
• Financial and budgeting skills.
• High degree of proficiency in working with Microsoft Office Suite, data entry and data analysis, as well as demonstrated computer aptitude and experience.
• Familiarity with website management.
• Social Media experience (Facebook, Instagram, LinkedIn, Twitter, YouTube) a plus.

PROFESSIONAL COMPETENCIES
• Working with all staff and volunteers; management of fellows/interns.
• Demonstrates strategic thinking, sound judgment, and a diplomatic approach.
• Possess a keen aptitude for mathematics and monitor the budget.
• Demonstrates a positive and productive approach to problem solving.
• Demonstrates the ability to work effectively in a fast-paced, high-energy environment and is flexible.
• Demonstrates effective time and project management skills.
• Provides direction and effectively manages multiple projects to ensure efficiency, accuracy, and a consistently high standard end product.
• Strong customer service orientation and satisfaction in providing assistance to others (internally and externally to the organization).
• Demonstrates the ability to work successfully in a team environment.
• Fully participates in special activities of IABD, and supports colleagues by offering information and contributing to projects and initiatives.

COMPENSATION AND BENEFITS
• The salary range for this position is between $60,000 to $65,000. IABD offers healthcare benefits, life and disability insurance, paid time off, holiday observances, professional development opportunities, and other work/life benefits. IABD is prepared to offer a $2,500 signing bonus for a highly qualified candidate.

If you have the qualifications above, we would love to meet you. For consideration, please submit your resume, cover letter, and salary requirements to contact@iabdassociation.org. NOTE: Phone calls and emails to staff regarding this job posting are not accepted. Please visit our website at www.iabdassociation.org

The International Association of Blacks in Dance
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IABD is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws.