

Operations & Membership Manager

Join the heartbeat of leadership development in Anne Arundel County!

Who We Are

Leadership Anne Arundel (LAA) is the Nexus of leadership in Anne Arundel County. As the premier leadership training and networking institute in Anne Arundel County, we empower diverse individuals with the education, resources, and connections they need to make a real impact. With over 1,800 graduates leading across the public, private, and nonprofit sectors, our community is built on collaboration, innovation, and service.

Your Role

We're looking for a proactive and detail-oriented ***Operations & Membership Manager*** to keep our organization running smoothly. Reporting to the President & CEO, you'll be the engine behind our operations, member engagement, and event coordination. You'll work alongside a dedicated team and an incredible network of leaders who are shaping the future of our county.

This is a part-time hourly position.

What You'll Do

Operations & Administration

- Support the President & CEO and Board of Directors.
- Manage invoices, credit card transactions, and sponsorship accounting.
- Maintain organizational files, cloud documentation, and alumni databases.

Program & Event Coordination

- Plan logistics for our *Flagship (FLG)* and *Neighborhood Leadership Academy (NLA)* programs.
- Manage session day catering and participant needs.
- Coordinate with elected officials for invitations and event attendance.
- Handle event registration, signage, name badges, and vendor management.

Membership & Alumni Engagement

- Oversee membership renewals and provide reports on retention.
 - Maintain membership listings and assist members with questions.
 - Drive outreach and engagement to grow our membership base.
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Who You Are

- A mission-driven, highly organized go-getter who thrives in a fast-paced, collaborative environment.
 - Strong attention to detail and a love for problem-solving.
 - Experience in nonprofit operations, event planning, and/or membership management.
 - An entrepreneurial mindset—someone who anticipates challenges and finds solutions.
 - Ability to balance independent work with teamwork.
 - Passion for leadership, community building, and making a difference!
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What We Offer

- A dynamic work environment—some remote flexibility, plus in-person team meetings session days and events.
- Flexible hours based on programming needs.
- A collaborative and mission-driven team.
- Employer contributions to a SIMPLE IRA retirement plan, Cell phone stipend and paid vacation time.
- The opportunity to **work alongside inspiring leaders and make a lasting impact!**

*This role requires occasional evening and weekend work for special events. This position requires the ability to stand for extended periods and occasionally lift and carry items up to 25 lbs. **Reliable transportation is a must!***

Join Us!

Ready to be a part of something bigger? Apply today by sending your **resume and cover letter** to kvshock@leadershipaa.org

 **Mail:** PO Box 6190, Annapolis, MD 21401
 **Phone:** 410-571-9798 |  **Website:** www.leadershipaa.org

Leadership Anne Arundel is an equal opportunity employer.
