

Job Description
MEMBERSHIP & SPECIAL EVENTS COORDINATOR
NATIONAL COUNCIL OF JEWISH WOMEN – ST. LOUIS SECTION

- I. **Job Title:** Membership & Special Events Coordinator
- II. **Reports To:** CEO
- III. **General Objective:** Provide direct support to the Membership and Leadership departments. Coordinate all special events for both departments and partner with Development for their events. Support the VP of Membership and VP of Leadership to meet their department goals as outlined in the Strategic Plan.
- IV. **Position Description:** Coordinate and support leadership and membership initiatives with direction from the CEO. Provide direct staff support to the VP of Membership and the VP of Leadership. Initiatives include special events, leadership programs, committee meetings, and membership programs and outreach. Will assist in executing the membership engagement plan and leadership development.
- V. **Specific responsibilities include:**
 - A. Membership
 1. Provide staff support to the VP of Membership and her committees as they plan membership events and activities.
 2. Coordinate the annual dues billing process for members.
 3. Support volunteers in the planning and execution of membership events and provide staff support for committee meetings.
 4. Maintain and update, in coordination with the VP of Membership, the new member packet.
 5. Partner with Marketing department to update member packet materials (both print and on the website).
 6. Coordinate new and existing member outreach: ensure all new members receive new member packet and connect with appropriate parties in areas of interest
 7. Oversee all membership mailings in coordination with the Director of Operation & Administration.
 8. Prepare membership reports as needed including # of members, # of new members, # of life members and other data as needed.
 - B. Leadership
 1. Provide staff support to the VP of Leadership and their committees.
 2. Staff all leadership events including but not limited to the board retreat, board and committee trainings and the leadership class.
 3. Coordinate details for board retreat, leadership classes and trainings.
 4. Prepare all name tags, name tents, handouts and manuals as needed.
 - C. Special Events
 1. Assist in the planning and development of all special events for the Section, including, but not limited to Celebrating Women, Board Installation, Leadership Roundtable and other events as scheduled.
 2. Partner with the Development Manager to support all fundraising events.
 3. Assure that the marketing request form is completed for all events and work with the Marketing Manager to create the plan to promote all events.

D. General Administrative

1. Work with the Director of Operations & Administration to create all online Donor Perfect registration forms.
2. Work with the Marketing Manager to create all website-based forms.
3. Update all committee rosters in membership and leadership departments.
4. Other duties as assigned.

VI. **Qualifications include:**

- Bachelor's degree
- 1-3 years relevant experience in member engagement and/or special events
- Experience with Donor Perfect preferred
- Strong organizational skills
- Must be highly organized, flexible, detail oriented, self-motivated and familiar with multiple software applications
- Excellent written and verbal communications skills
- Experience working with volunteers preferred
- Ability to work collegially on a team and with an entrepreneurial spirit
- Must be proficient in MS Office
- Evening and weekend availability

*This is a **full-time exempt position**. Benefits include health, dental and vision insurance, life insurance, PTO. Some evening and weekend work is required. Annual salary begins at \$40,000.*

NCJW-St. Louis is an equal opportunity employer.

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