



CONSERVATION FEDERATION OF MISSOURI

Position Announcement

Membership Manager

The Conservation Federation of Missouri (CFM) seeks a qualified and motivated individual to serve as **Membership Manager**.

Mission: To ensure the conservation of Missouri's wildlife and natural resources, and to preserve our state's rich outdoor legacy through advocacy, education, and partnerships.

Position Summary

The Membership Manager oversees all aspects of membership operations, including recruitment, retention, reporting, analysis, and data management. This position develops and executes strategies to engage members, volunteers, affiliates, and business partners while providing outstanding customer service and support. The Membership Manager also serves as staff liaison for the Membership and Nomination Committee and assists with preparation for annual meetings and events.

Key Responsibilities

Membership

- Develop, implement, and evaluate promotional plans and campaigns to recruit, engage, and retain members.
- Use research and analytics to identify opportunities, track trends, and refine strategies for membership acquisition and retention.
- Coordinate and staff outreach tables at events, identifying and pursuing new audiences to grow membership.
- Assist with membership-related content across multiple channels, including webpages, social media, magazine articles, videos, and podcasts.
- Oversee the membership application process, ensuring accurate data entry, timely communication, and database integrity.
- Coordinate member profile updates and maintain accurate records to ensure consistency and accuracy.

- Recommend and manage member engagement programs, ensuring timely responses to member needs, feedback, and questions.
- Collaborate with the communications staff to develop and implement membership marketing strategies, update website content, and track outcomes.
- Manage the Life Member and Founders Circle Community program, including tailored communications, outreach campaigns, and recognition efforts.
- Lead operations for the Life Member/Founders Circle social at the annual convention and the annual summer Life Member/Founders Circle event.

Affiliates

- Manage CFM's Affiliate Program and support engagement, recruitment, and retention.
- Lead operations for the Affiliate Lunch and the Affiliate Summit, including logistics, registration, and programming.
- Manage registration and coordination for the Conservation Day at the Capitol, including invitations to the affiliate organizations to participate.
- Coordinate affiliate outreach for content contributions to CFM publications and social media.
- Provide affiliates with regular CFM updates to share at their meetings.
- Administer the Risberg Grant program.
- Assist communications staff with Affiliate Spotlights for social media and the magazine.

Business Partner

- Manage CFM's Business Partners, including recruitment, engagement, and retention.
- Develop and implement communication strategies for business partners
- Provide partners with regular updates and recognition opportunities.
- Develop new relationships and be willing to cold call and recruit new partnerships.
- Assist communications staff with Business Partner Spotlights for social media and the magazine.

Committees & Events

- Serve as staff liaison for the Membership Committee, supporting the development of membership policies, procedures, and strategies.
- Serve as staff liaison for the Nomination Committee, supporting the nomination process, assisting with the nomination webpage, and overseeing the membership election.
- Assist with other committees as needed.
- Lead and coordinate membership activities at the annual convention and regional events.
- Provide on-site support for annual meeting logistics.

Administration

- Maintain accurate reports, procedures, and SOPs related to membership processes.
 - Develop and maintain procedure manuals for renewals, donations, and solicitations.
 - Manage and update CFM merchandise and online store.
 - Perform other duties and projects assigned by the Executive Director and Director of Operations.
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Required Skills & Abilities

- Strong interpersonal, verbal, and written communication skills.
- Well-developed organizational, analytical, and strategic thinking abilities.
- Experience with membership or subscription-based organizations.
- Positive customer-service mindset.
- Experience in sales and asking for financial related donations
- Experience managing recruitment campaigns (direct mail, digital, events).
- Proficiency in social media platforms and monitoring tools.
- Proficiency with Google Workspace and Microsoft Office applications.
- Experience with DonorPerfect Membership Software preferred but not required.
- Ability to work independently and collaboratively as part of a team.
- Innovative, self-motivated, and detail-oriented.

Qualifications

- Bachelor's degree preferred in Marketing, Communications, Business, Customer Service, Conservation/Outdoor Recreation, or a related field.
- Minimum of 2 years of relevant professional and outdoor related experience.
- Excellent driving record.
- Ability to travel within Missouri; some evenings and weekends required.

Compensation & Benefits

- Base salary: \$60,000–\$70,000 (commensurate with experience and education).
- Excellent health insurance package.
- Dental insurance.
- Vacation and sick leave.
- Retirement plan with employer match.

Location

This position is based at CFM's headquarters in Jefferson City, Missouri (728 W. Main St.) and reports to the Director of Operations.

To Apply

Submit a cover letter and resume to [**mhaymaker@confedmo.org**](mailto:mhaymaker@confedmo.org)
Applications will be reviewed beginning **August 10**. Position open until filled.