



POSITION DESCRIPTION
Membership Services and Events Manager

Position: Membership Services and Events Coordinator – nonexempt

Reports to: Senior Manager of Operations and Special Projects and Chief Executive Officer

Salary Range: \$65,000- 85,000 DOE. Excellent health benefits including a retirement plan.

Position Summary: Responsible for strategic membership recruitment and retention including execution of CBHA events. Cultivates relationships with members and external partners to ensure quality and relevant programming for CBHA members and the public.

Responsibilities:

Membership

- Executes plan for recruiting and retaining member agencies
- Serves as the lead staff for annual membership renewal campaign and manages the annual member renewal process
- Leads recruitment new member recruitment efforts
- Coordinates documentation of renewals and payments with accountant and Communications and PR Manager to ensure accurate information is recorded in all systems
- Manages members across all membership categories, and encourages their participation at and sponsorship of events and coordinates activities to maximize their benefit and value
- Lead staff for the Membership Experience and Events Committee
- Works closely with the Chief Executive Officer to identify and implement additional member services as needs and interests evolve
- Other duties as assigned

Events

- Creates innovative CBHA branded programs for members and the behavioral health community
- Creates annual CBHA event calendar
- Manages the logistical arrangements for CBHA meetings and programs that require contractual agreements with hotels or other meeting facilities.
- Manages the planning, coordination, promotion, conduct, and evaluation of CBHA sponsored events including conferences, educational programs, social functions, and special events.
- Works with CEO and contracted meeting planner to negotiate contracts with venues

Education and Experience

- Bachelor Degree required
- Experience working in office setting with increasingly complex set of responsibilities and level of independence

Skills

- Detail oriented
- Excellent writing and editorial skills
- Comfort with outreach to and recruitment of potential member agencies
- Ability to think creatively and innovatively to create programs of interest for members and the behavioral health community
- Ability to negotiate with contractors
- Ability to work independently with strong time management and organization skills
- Ability to adapt quickly to changing priorities
- Possesses effective listening and communication skills
- Ability to work effectively and comfortably with a small diverse team of staff and with member agencies