

JOB DESCRIPTION

Membership Services and Events Coordinator

Position: Membership Services and Events Coordinator – nonexempt

Reports to: Chief Executive Officer

Salary Range: \$55,000 annually. Excellent health benefits including a retirement plan.

Position Summary: Collaborates with Chief Executive Officer in making decisions for strategic membership recruitment and retention including execution of CBHA programs. 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
- Develops payment plans for members
- Coordinates documentation of renewals and payments with accountant and Communications 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
- Assists CEO in managing the Membership and Program Committees
- Works closely with the Chief Executive Officer to identify and implement additional member services as needs and interests evolve
- Responsible for special projects and other duties as assigned

Programs

- 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.

- Serve as the primary staff resource on professional continuing education certification requirements and procedures.
- Works with CEO and contracted meeting planners to negotiate contracts with venues, including menus, rooms, etc.
- Compiles evaluation summaries of CBHA programs

Education and Experience

- Bachelor's Degree required
- Experience working in office setting with increasingly complex set of responsibilities and level of independence
- Ability to work with a small multicultural team in a fast paced government or non-profit setting

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 meeting venues re: logistics and cost, etc.
- Ability to work independently with strong time management organization skills- ability to effectively prioritize tasks and scheduling
- 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

Application deadline: July 1, 2022

Application instructions: Please send a cover letter and resume as one PDF attachment to jrlandin@cccbha.org to be considered for this position. Incomplete applications will not be reviewed.