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**EXECUTIVE POSITION JOB DESCRIPTION**

**Executive Role:** Membership

The Executive in charge of Membership will provide oversight of all aspects of Membership including: fee structure; marketing strategy; Jeggysoft (client portal) management as it pertains to membership; and respond to all membership and club information queries.

**Responsibilities:**

* Fee and Membership Structure
  + Analyse membership metrics and financial needs of Club to determine fee structure and membership categories
  + Advise Club Executive on recommendations for membership capacity
  + Maintain membership waiting list
* Marketing Strategy
  + Determine approaches to market the membership offering of the Club including use of the website, social media, newsletter, street signs, open house, promotions (i.e. Early Bird Special)
  + Maintain, manage and update distribution list of members and prospective members
  + Work with Executive in charge of communications to implement components of marketing plan
* Jeggysoft/Client Portal Management
  + Be/become familiar with the Jeggysoft software to: track membership; update pricing; assist prospective members in registering
* Membership and club information queries
  + Respond to membership queries; direct questions/emails accordingly; assist members in registration

**Skills required:**

* Broad understanding of all aspects of the club
* Excellent written and verbal communication skills
* Organizational skills
* Analytical skills