



Director of Membership of the St. Paul Rotary International Club #10

Reports to: St. Paul Rotary Club #10 President

Summary: St. Paul Rotary serves the St. Paul community and the world. The Director of Membership is charged with increasing membership as well as building member satisfaction, engagement and retention. This will be accomplished through the implementation of a strategic and proactive plan to recruiting and retaining members.

Responsibilities and Duties:

- Collaborate with the President, Membership, Club Experience Team and current members to develop a strategic plan which will attract and retain members.
- Monitor weekly membership surveys and report to the Membership and Club Experience Team feedback and trends.
- Formulate and communicate an elevator speech as to why membership in Club #10 is the club making the greatest impact.
- Work with current members to identify membership leads and provide leadership in recruiting those individuals.
- Conduct a monthly or quarterly new member orientation.
- Set up each new member with a mentor.
- Attend all Club #10 meetings, monthly Membership and Club Experience Team meetings and Rotary events.
- Leverage Club #10 membership in the St. Paul area and other external networking opportunities to represent the club.
- Utilize the Rotary website, social media, and events to showcase and promote St. Paul Rotary.
- Strategically contact new and existing St. Paul businesses, government leaders and ask if they would be open to hosting a new member presentation or promoting attendance at new member recruitment event near the office at a fun venue.
- Proactively contact St. Paul businesses and corporations to build our corporate membership base.
- Introduce members to giving and sponsorship opportunities for the St. Paul Rotary Foundation.
- Conduct exit interviews for outgoing members.

Proven Experience and Skills:

The ideal candidate will be a highly organized, detailed focused self-starter who is a strong relationship builder. Experience in sales, marketing, fundraising or another similar field is a plus.

Compensation:

The Director of Membership is a 15 hours per week, \$25 per hour, contract position.

To Apply:

Send resume and cover letter by August 26th to Heidi Fisher at heidilartonfisher@gmail.com.