

Job Opportunity: Membership Manager

SRCD is hiring a Membership Manager. Join our dynamic team or share if you know of any strong candidates.

Responsibilities:

SRCDs Membership Manager is dedicated to developing value propositions and analyses of membership statistics for SRCD. They work in collaboration with the Communications Team and support SRCD membership by providing timely assistance and communication that is clear and accessible using a variety of platforms. The ideal candidate has experience in both developing and delivering membership recruitment and retention strategies and activities, as well as strong technical skills in membership database systems. Strong communication and interpersonal skills are essential. Specific responsibilities are listed below.

- Serves as the technical lead for the SRCD Membership Database (iMIS) and assists staff with database issues and training needs. (SRCD will pay for certification in iMIS).
- Ensures timely delivery of member services, materials, and reports.
- Develops monthly membership reporting that tracks membership trends and demographics and includes data visualization for governance meetings.
- Manages the annual membership renewal cycle. Develops and executes membership outreach, growth, and retention campaigns.
- Develops membership marketing messaging to drive engagement in SRCD program offerings.
- Collaborates within and across departments to impact SRCD wide metrics and achieve individual, departmental, and organizational goals.
- Provides administrative support for the SRCD Membership Committee, Ethnic and Racial Issues Committee, and Equity and Justice Committees to measure the impact of DEI initiatives.
- Provides administrative support for the SRCD Caucuses and Caucus leadership.
- Identifies opportunities for improved member analytics and membership outreach.

- Other duties as needed to support the SRCD membership.

Qualifications:

- 3+ years of member services experience.
- Experience with membership databases. Experience in iMIS a plus.
- Experience with Higher Logic community and email marketing systems.
- Excellent writing and language skills, and attention to detail.
- Proven organizational and interpersonal skills.
- Collaborative mindset.
- Experience with website CMS and social media marketing a plus.

Compensation: Salary range \$65k-\$70k, commensurate with qualifications and experience. SRCD offers an attractive benefits package which includes health, dental, retirement, paid time off, and a transportation subsidy.

To Apply: Please send cover letter, resume, links to any relevant collateral material, and three references to:

- hr@srcd.org
ATTN: Membership Manager
- No phone calls please.

The Society for Research in Child Development is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, sexual orientation, gender identity, national origin, or disability.