

TACAMO Community Veterans Association

Membership Coordinator

Volunteer Job Description



Membership Coordinator Job Description

The Membership Coordinator manages the implementation and ongoing strengthening of TCVA's membership, achieving the organization's annual goals in member acquisition and retention.

Membership Coordinator job responsibilities include, but are not limited to:

- Chair the Membership Committee to develop and lead the implementation of the bi-annual membership drives
- Develop:
 - Ads for the bi-annual membership drives
 - Benefits for new and renewing members
 - Membership drive prizes
 - Monthly ads
- Set annual goals to increase membership annually
- Analyze and evaluate bi-annual membership drives performance and trends and update strategies to achieve strategic objectives
- Achieve annual member retention
- Oversee member support – respond to inbound calls and emails from members relating to membership support
- Oversee the accuracy and integrity of the membership database with the Treasurer
- Prepare monthly membership financial reports
- Report unpaid annual dues to have the Webmaster remove member access
- Write the membership acknowledgments and thank you emails for new and renewal memberships
- Inform the TCVA Board of Directors (BoD) of the membership plans for approval

Membership Coordinator Requirements:

- Bachelor's Degree or equivalent work experience required
- Strong proficiency with databases, Canva, and email
- Demonstrated a service-minded approach to working with the Membership Committee and TCVA BoD
- Strong interpersonal and communication skills, verbal and written. Ability to interact with a wide variety of people with diplomacy, tact, and discretion.
- Excellent organizational, administrative, and time management skills, and attention to detail
- Able to work productively in an atmosphere of multiple projects with deadlines and a lively, interactive work environment
- Positive attitude, team player, people-oriented, ability to work independently and collaboratively
- Strong work ethic and ability to meet deadlines