



### **Membership Team Lead**

*The Member Engagement Lead leads the team to develop and implement opportunities to enhance the member experience, advancing year-round business connections; and recognizing member contributions.*

**Key Competencies:** Supervising, Recruitment and Retention

#### **Specific Responsibilities:**

- Guides the Regional Leadership Team (RLT) in the planning and execution of year-round business connection & member recognition efforts for the region in collaboration with national programming.
- Communicates with all RLT members under the Membership umbrella throughout their volunteer experience to ensure tasks are completed and that they feel engaged within the team.
- Works cross-functionally with the larger team on initiatives, delegating tasks to the Membership Team as necessary.
- Welcomes new school members to the region, supporting new member retention efforts.
- Assists with the Association's membership cycle through outreach to members in the region and RLT.
- Works with the National Business Connections Team to create and share educational resources to NACA members to help promote NACA 24/7 and other business-related pieces
- Serves as an advocate within the RLT, ensuring the team understands the Association's Mission, vision, and Statement on Diversity and works to ensure these ideals are addressed in regional programs.
- Additional responsibilities as assigned and agreed upon with NACA staff liaison.

#### **Qualifications/Expectations:**

- Attends volunteer meetings via Zoom and attends NACA programs whenever possible.
- Must be a part time (50%) or full-time professional staff member at a NACA member institution.
- Volunteers are encouraged to speak with a supervisor about professional opportunities presented by volunteering with NACA, such as professional and personal growth, and possible financial support.
- If the volunteer changes jobs during the position's term, NACA office staff must be informed of this change within two weeks.
  - If the new institution is not a member, they must join as a member within 30 days of hiring.

#### **Association Support:**

- Access to NACA Google Drives
- Office Liaison: School Services Manager

#### **Term of Service/Time Commitment:** 1 year, May - April

- Approximately one and a half hours a week, includes meetings and independent planning.
  - *Time commitment is flexible and often dependent upon RLT-planned initiatives.*

#### **Supervision Received:** Regional Leadership Team Chair

#### **Supervision Exercised:**

- Hospitality & Engagement Coordinator
- Foundation Fundraising Coordinator

#### **Competencies:**

- Relationship Development
- Networking and Business Relationships
- Training
- Volunteer and Staff Management
- Supervising
- Recruitment and Retention



- Cultivating a Sense of Belonging
- Strategic Planning