

Director of Member Engagement

Roles:

- Serve as a liaison to the board regarding the member retention and outreach process, awards, scholarships, engaging potential and managing current volunteers, providing high level recommendations, making strategic decisions and managing the progress of your team towards their goals.
- Responsible for the following budget line items: Awards (Volunteer Recognition, Shining Star and other awards), Scholarships (CEC, CMP, WEC), Supplies (for Volunteer Drives).

Skills and Experience Required:

- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational skills

Reports to: VP of Membership

Specific Responsibilities:

Member Retention & Outreach

- Liaise with for the new members in the chapter; assist them with their needs, make sure they are aware of what MPIWSC has to offer
- Conduct new member orientations after educational programs
- Welcome new members into chapter (direct or transfer)
- Make renewal calls to members before membership expires
- Follow up with delinquent membership

Awards

- Manage & facilitate chapter program in appreciation for the recognition of the outstanding achievements of individual chapter members
- Plan and execute the Year End Awards
- Ensure promotion of awards program to chapter members
- Review all nominations and make recommendations on award recipient(s)
- Submit articles for website and chapter communication sources (e-blast, social media) promoting awards recipients

Scholarships

- Manage & facilitate chapter program to provide scholarships for chapter members to attend chapter and international events and well as CMP/CMM designations
- Ensure promotion of scholarship program to chapter members
- Review all applications and make recommendations on scholarship recipient(s)

- Submit articles for website and chapter communication sources (e-blast, social media) promoting scholarship recipients

Volunteers

- Liaison to board representing the chapter volunteers
- Coordinate the Volunteer recruitment events with the Programs Committee
- Respond to all web inquiries about volunteering and forward on contact information to the appropriate board members
- Outreach to chapter event attendees who express interest in volunteering
- Maintain volunteer database, either directly or through a committee chair or committee member
- Outreach to members about volunteering for the chapter
- Work with VP Communication to develop a marketing piece on benefits of volunteering for our Chapter.

Ambassador Program

- Identify long time members to serve as ambassadors to new members
- Partner ambassadors with new members at a program to help them get integrated into the Chapter

Leadership Development

- Supervise Leadership Development Chair & Committee
- Oversee two Leadership Development workshops per year
- Assist with succession planning recommendations to Governance Committee