

Director of Member Engagement

Reports to: Vice President of Membership

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Time Commitment: Estimated 3-4 hours per week, not including board meetings/retreats & chapter events

Specific Responsibilities:

- Oversight of the following functions and committees:
 - Member Care Committee (*formerly Member Engagement Committee*)
 - New Member Orientation: welcome and liaise with new members to determine needs and assist with education on what MPIWSC has to offer; coordinate with Director of Leadership Development to assign ambassadors to new members; conduct New Member Orientation sessions before or after educational programs.
 - Remote Member Engagement: outreach to members who live/work outside the Seattle Metropolitan area and provide/offer opportunities for chapter involvement.
 - Remote Member Engagement Subcommittee
 - Long-Term Member Engagement: develop customized benefits for members of 10+ years, re-engage members to make sure they are receiving good ROI and feel connected to the chapter.
 - Long-Term Member Subcommittee
 - Recognition and Awards Committee
 - Manage and facilitate Awards and Scholarship nomination, scoring and selection process.
 - Ensure promotion of Awards and Scholarship nominations.
 - Work in collaboration with the Director of Special Events to aid in the execution of the Annual Chapter Recognition Celebration. *Committee works in conjunction with the Annual Chapter Recognition Event Committee. Recognition and Awards Committee is responsible for the process of selecting award recipients. Annual Chapter Recognition Event Committee is responsible for planning and executing the event.*
 - Submit articles for website and chapter communication sources (E-blast, social media) promoting award and scholarship recipients.
 - Annual Chapter Awards Subcommittee
 - Scholarship Subcommittee
 - Volunteer Engagement Committee
 - Outreach to members about volunteering for the chapter.
 - The Director (or his/her committee designee) is responsible to maintain a volunteer database and track volunteer engagement, assignments and activities.
 - Coordination of Volunteer Fairs and other volunteer recruitment efforts.
 - Volunteer Recruitment Subcommittee
 - Volunteer Re-engagement Subcommittee
- Oversight of budget lines related to above activities.
- The Director (or his/her committee designee) is responsible to:
 - Provide appropriate marketing and communication materials for above activities to Communications Team via the Communications Request Form.
 - Respond to any inquiries about the chapter, membership, and membership benefits from existing/expired members.
- Create objectives related to Member Engagement to support the chapter's Strategic Business Plan.
- Educate committee chairs/members with processes, procedures and tools to achieve committee objectives.
- Keep current with industry standards and trends to discover best practices and new ideas for Member Engagement.