



JOB DESCRIPTION

Position Title:	Director of Membership Growth & Development
Reports To:	Vice President of Operations and Finance
Exempt Status:	Non-Exempt
Job Status:	Part-Time
Position Location:	Position will be a hybrid of mobile operations with the expectation of in-person activities in the Camp Hill, PA Office when necessary/required.

\$23.00/hour starting wage as part time position averaging 20-25 hours a week. (Employee may receive additional compensation based on new membership and donation revenue attributed to their activities)

Position Summary:

The Pennsylvania Council of Children Youth & Family Services (PCCYFS) is a statewide membership association representing providers of child welfare, juvenile probation, behavioral/mental health, and educational services. This position supports PCCYFS efforts to obtain financial and other support to sustain our work as a trade association. This position develops connections and business partnerships to the human service provider community to achieve membership goals related to generating innovative ideas that enhance the value of PCCYFS membership. This position's primary focus is to increase the number of members through a variety of membership campaigns throughout the year and serve as the agency point of contact for recruitment-related activities and perspective. This position is also responsible for donations, corporate giving, annual appeals, and grant writing efforts.

Qualifications:

- 3-4 years of experience in development and/or membership recruitment or management. Experience in the human services field a plus.
- Excellent oral and written communications skills.
- Experience in using Microsoft products, especially Excel and Word.
- Demonstrated experience in successfully working in a team environment.



Primary Functions & Specific Responsibilities:

Through directions and assignments from a supervisor:

- Develop prospects and leads for new members across Pennsylvania and identifies/targets specific groups and organizations for outreach efforts.
- Make cold contacts daily through telephone, e-mail, and video calls, as well as follow up with warm leads.
- Leverage sales development techniques to reach membership goals.
- Maintain strong relationships with current members through phone calls, e-mails, video calls and in-person meetings, including assisting with membership concerns as needed.
- Develop and maintains relationship with non-member entities in Pennsylvania who closely work with our members, to include state offices, and county child welfare, juvenile probation and behavioral & mental health offices.
- Provide staff support for the Membership Committee in identifying and implementing membership recruitment strategies and goals.
- Works with Membership Committee to create annual membership plans and oversees their implementation to meet strategic budgetary membership goals.
- Actively solicit new members and donations tailored to each potential sponsor/donor.
- Monitor the number of memberships, donations, corporate givings and annual appeals (letters/emails sent to supporters throughout the year making case for them to donate) and produce reports for CEO and Board of Directors.
- Oversee donation and gift acknowledgement for corporate gifts and work with administrative staff to create reports of activities and results.
- Coordinate membership meetings and relationship building that includes setting up systems to evaluate benefits through surveys, usage reports and/or engaging members to determine benefit options to add or subtract.
- Create content for and conduct member benefits webinar(s).
- Provide perspective and content for and support with the creation and updating of membership benefit/recruitment documents
- Assist with the Annual Conference as needed including mandatory in-person conference attendance.
- Other duties as assigned by senior leadership.
- Ability to work from home and in the offices as needed.



Required Knowledge, Skills and Abilities:

- Creativity – Ability to think outside the box.
- Personable – Ability to connect and talk with new and potential members.
- Must be flexible and thorough.
- Must possess strong administrative and organizational skills.
- Belief in PCCYFS core values.
- Ability to grow with PCCYFS in providing a welcoming, inclusive culture that embraces membership diversity.

Certificates, Licenses and Registrations

- Valid driver's license and access to a reliable vehicle.