



Job Title: Director of Membership Services
Department: Administration
Reports To: Executive Director
FLSA Status: Exempt

SUMMARY

DeMolay is seeking a qualified individual to serve as the Director of Membership Services. This position is a vital component in planning and developing new strategies to recruit and retain members and support adult leaders in DeMolay. This position helps build and implement action plans to aid Chapters and Jurisdictions in member recruitment/retention efforts, membership marketing, and continuing member education.

ESSENTIAL DUTIES, EXPECTATIONS, AND RESPONSIBILITIES

Consult with Jurisdictional and Chapter leaders to understand their needs and help them grow DeMolay at all levels;

Creation of key recruitment materials that aid Jurisdictions in the recruitment of new members and new Advisors;

Assist in developing and presenting training material for youth and adults; taking primary responsibility for assigned tasks and presentations.

Serve as primary Advisor for DeMolay Congress Rush Month activities, supporting efforts of major membership recruitment campaigns (usually 2-3 per year).

Aid Jurisdiction leaders in recruitment and retention strategies that will assist in growing in both membership and stature;

Develop and execute an ongoing membership development program to establish a progressive system of measurable benchmarks for growth in Active Members and Advisors.

Ensure that Chapters and Jurisdictions file all membership and annual reports in a timely and accurate manner, establishing baselines for program development and improvement;

Prepare and send membership related newsletters to Chapter and Jurisdiction leaders at least monthly;

Coordinate DeMolay social media efforts relating to membership recruitment and retention; collect and distribute personal impact stories for use in membership campaigns and fundraising efforts.

Create introduction/orientation programs for all levels of the organization, utilizing key DeMolay committees and volunteer leadership.

Create the annual Session Yearbook to include collecting Jurisdictional spotlights and managing ad sales program.

Assist Executive Director on special projects as assigned and lead key organizational initiatives with cross-functional teams or other membership staff and volunteers as needed;

Create a portfolio of emerging volunteer leaders within the organization.

This position requires occasional overnight and multi-day travel, including some weekends and holidays.



IDEAL CANDIDATE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Bachelor's degree from a four-year college or university preferably in Communications, Marketing, Non-Profit Management or related fields and two to five years of experience in a membership-based or volunteer-driven organization preferred; or equivalent combination of education and experience. Being a Senior DeMolay, or having experience in a fraternal setting, is preferred.

COMPENSATION, HOURS, & PTO

Starting salary for this position is highly competitive. Additionally, the position has a fully loaded benefits package that includes health, vision, dental, disability, sick leave, and 401(k) or student loan assistance.

This position is located in Kansas City, Missouri, at the DeMolay International Henry E. 'Hank' Stickney Service & Leadership Center. Hours of operation are Monday-Friday 8:30 AM-5:00 PM EST and night/weekend travel as deemed necessary.

DeMolay International grants 11 paid holidays and 120 hours of paid time off (PTO) annually, after 90 days of service. PTO accrual is based on DeMolay's fiscal year of July 1-June 30. Leave will be prorated during the first year for start dates after July 1st.

COMPETENCIES

Must be able to be successful in a fast-paced, team-oriented environment with significant latitude for personal responsibility and accountability.

Significant experience communicating with internal and external publics, both verbally and in writing.

Must understand and be able to communicate effectively with multiple generations separately and collectively using a variety of media, with a responsibility to stay informed of emerging trends.

Self-sufficient computer capability using Microsoft Office Suite. Proficiency in InDesign, Photoshop, Illustrator, and iContact strongly preferred. WordPress experience a plus.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk and sit. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision. Employee is frequently expected to use a telephone and/or video conferencing system for extended periods of time.

APPLICATION PROCESS

Application deadline: October 13, 2017

Please submit the following - all within one email, with attachments clearly labeled:

1. Cover Letter with Resume
2. A two-page letter on how DeMolay can increase membership in the United States
3. Contact information (including name, address, email, and phone) for three professional references who can speak to your skills and character.

Email complete application package to Becca Winner, Director of Administration and HR,
Personnel@DeMolay.org

