

Rotary Club of Cincinnati
Position Description

Title

Membership Director of the Rotary Club of Cincinnati

General Position Summary

The Membership Director will be responsible for directing the recruitment and retention efforts of the Rotary Club of Cincinnati. This position will report to the Executive Director of the club and be an employee of the club.

Principal Duties

1. Manages the prospective member database of the club
 - a. Monitors prospective members throughout the recruitment process
 - b. Follows up with all members and prospects using defined recruitment pipeline process
 - c. Keeps the online prospect list updated
 - d. Follows up with members who have brought a prospect to ensure they are in contact with the prospect
2. Generates new prospective members by reviewing local publications such as the Cincinnati Enquirer, Cincinnati Chamber of Commerce, and the Business Courier
 - a. Generates a list each month of potential prospects
 - b. Circulates list of potential prospects to committee chairs and board members to seek input on viability of membership and assistance in contacting names on the list
 - c. Contacts potential prospects who are unknown to board members/committee chairs to extend an invitation to lunch and/or prospective member events
3. Assists Executive Director and Membership Development Chair in the planning of Prospective Member Events as needed
4. Manages the Roadmap to Success member retention program
 - a. Follows up with New Member Advisors to ensure completion of member data on the Roadmap to Success spreadsheet, calling new member if necessary to complete the member's sheet
 - b. Completes monthly Roadmap to Success for Board of Director overseeing the Roadmap program
5. Attends Rotary meetings or membership meetings as needed
6. Must be proficient in Excel and Google Documents

Hours

The Membership Director position entails approximately 20 hours per week.