



Member Engagement Specialist

Job Description

Position Purpose:

The Member Engagement Specialist is responsible for assisting the President to carry out the American Council of Engineering Companies of Ohio (ACEC Ohio) mission and strategic initiatives for long-term growth and sustainable future. This position is a newly created position that reports to the President of ACEC Ohio and will create, maintain and enhance membership relationships with ACEC Ohio chapters, committees and the overall state organization. The Member Engagement Specialist is an important part of representing ACEC Ohio as a very professional, efficient and member-oriented organization.

Roles and Responsibilities:

Membership Management

- Assist President in maintaining personal contact with existing members
- Assist President in connecting with potential members and providing appropriate informational materials regarding benefits of membership
- Liaison with the Member Services Committee, assist in developing a targeted member recruitment campaign and establish member engagement and retention strategies
- Accurately maintain ACEC Ohio membership database including chapter member information
- Maintain strong, positive member relationships and motivate members to be actively involved in the association committees, chapters, activities and advocacy initiatives
- Liaison with ACEC National membership staff

Chapter Events Management

- Manage online registration platform for all ACEC Ohio chapter events including, but not limited to, monthly meetings, networking events and educational seminars. Maintain all files and records for the events
- Assist in unifying the chapters within ACEC Ohio, including consistency in brand and message
- Responsible for securing venues for chapter meetings and assist with securing speakers for such events in conjunction with chapter leadership
- Assist in the development of a chapter leadership program, including quarterly conference calls
- Assist in the development of an annual scholarship program

Communications/Administrative Support

- Assist President in composing articles, updates and additional correspondence
- Assist President with ACEC Ohio and ACEC PAC activities as required
- Serve as key staff liaison to ACEC Ohio's committees as designated by the President
- Other duties as assigned by the President

Competitive salary based on experience



AMERICAN COUNCIL OF ENGINEERING COMPANIES
of Ohio

Desired Characteristics (traits and behavior needed to perform job tasks with excellence and reflecting the values of your company):

- Experience with associations and/or nonprofits desired
- Self-motivated with strong initiative, ability to plan, coordinate and facilitate independently if needed
- Thrives in a collaborative, team environment as well as has ability to work independently when required/needed
- Excellent positive growth-oriented and solution-based communication skills: ask clarifying questions, participate in active listening, deliver clear and concise information, direction or instruction
- Ability to interact with all levels of ACEC Ohio membership, including leadership
- Positive and energetic disposition
- Conscientious regarding attendance, punctuality, and quality of work
- Exceptional attention to detail and willingness to do any task assigned
- Process-oriented with ability to switch tasks easily, or work on simultaneously
- Good decision-making abilities: determine issue variables and effective solutions in a timely manner
- Ability to acquire and retain knowledge and information quickly
- Proven problem-solving skills

Desired Skills, Knowledge, Abilities (training, education, certifications, methods of task implementation):

- Bachelor's degree from 4-year accredited institution
- Minimum 3-year's experience in association/nonprofit or business management, marketing
- Ability to manipulate and utilize Microsoft Office Suite (Excel, Word, PowerPoint)
- Ability to utilize basic computer tasks/functions (email, file directories, etc.)
- Ability to travel; some travel may involve 2-3 days.

Physical Requirements and Working Environment:

- Essential functions of this position require sufficient physical ability and mobility to work in an office setting as well as some travel to different locations
- Lift, carry, push and/or pull light to moderate amounts of weight
- Ability to stand and/or sit for prolonged periods of time, occasionally stoop, bend, kneel, crouch, reach and twist
- Ability to operate office equipment requiring repetitive hand movement and fine coordination including use of computer keyboard
- Ability to walk or drive a motor vehicle to attend meeting or other events; valid drivers license required.

Please send cover letter and resume to Beth Easterday, President ACEC Ohio at beth.easterday@acecoho.org