

YMCA of Vincennes Job Description

Position: Membership Director

FLSA Type: Exempt

Reports To: CEO

Function:

Responsible for growing membership, leading the front desk team, and developing relationships within the community.

Qualifications:

Bachelor's degree and/or four years related experience in marketing, business or customer service. Experience in staff supervision, leadership, and computers. Requires effective communication and public relations skills. Ability to respond to safety and emergency situations.

Major Job Activities:

1. Develops, implements and leads membership recruitment, retention and promotion of membership growth.
2. Develops effective relationships with service groups, community organizations and companies to increase awareness of the YMCA mission.
3. Develops and manages budgets and financial practices to meet membership income goals.
4. Develops and distributes timely and appropriate information on YMCA membership, programs, services and activities to staff, members and the public.
5. Effectively recruits, hires, trains, develops and leads front desk personnel.
6. Works with board committee and recruits volunteers to develop membership.
7. Upholds and maintains membership and financial assistance policies.
8. Provides and maintains membership statistics, sales and relevant reports.
9. Provides staff support to the annual fundraising campaign.
10. Supports CEO and other departments with special events, activities and projects.
11. Fulfills any functions designated by the CEO for the betterment of the program and the ability of the YMCA of Vincennes to meet its mission.
12. Upholds all YMCA of Vincennes policies, procedures, standards and code of conduct.

Effect on End Result:

This position ensures quality, growth and financial soundness of YMCA membership to fully support the YMCA mission.

I understand and accept that the above description represents my agreement as to the job to be performed.

Signature _____

Date _____

