



## **Downtown Fort Collins Membership Coordinator**

### **Position Overview**

The Downtown Fort Collins Business Association (DBA) is seeking a full-time Membership Coordinator. This position is responsible for coordinating the DBA Membership Program, which includes cultivating new members and building community in our vibrant downtown. This position reports directly to the Executive Director.

### **Job Duties**

- Coordinate the DBA Membership Program: membership cultivation, renewals and solicitation of new members.
- Organize and improve our membership management systems and member database.
- Coordinate the DBA Member Gift Card Program – the most successful gift program in the country.
- Plan, promote, and execute ongoing member engagement opportunities and events.
- Create new and unique networking, educational and social events for the downtown business community.
- Develop value-added benefits for DBA members.
- Coordinate the communications for all member marketing, promotions and communication efforts, including member e-newsletters.
- Coordinate, attend, and take notes at monthly membership and committee meetings.
- Represent the DBA at community and regional events, including on-site at events produced by the DBA.
- Other duties as assigned by the Executive Director.

### **Required Skills & Abilities**

- Must be a self-starter, outgoing and comfortable engaging new people and selling the DBA Membership Program.
- Collaborative team player who is proactive with great initiative.
- Strong computer skills (Microsoft Office Products: Excel, Power Point and Word).
- Some experience with CRM preferred.
- Some experience with Adobe Photoshop would be helpful, but not required.
- Fluent in social media channels including Constant Contact, Facebook, Twitter and Instagram.
- Highly organized with very effective time management skills and attention to detail.
- Excellent interpersonal, oral and written communication skills.
- Ability to work flexible hours (early mornings and occasional evenings and weekends).
- Ability to work independently and as part of a team.
- Strong relationship building, conflict resolution and mediation skills.
- Ability to prioritize and manage multiple projects simultaneously.
- Model teamwork, collaboration and organization values - will work closely with others in the organization, as well as with business and civic leaders throughout the community.

### **Experience & Education**

- Bachelor's Degree.
- Minimum of 4 years' experience with nonprofits, member relations, sales or marketing.

### **Compensation & Benefits**

Position starts at \$16/hr and includes health care, paid parking, and retirement.

**Application Deadline:** September 30, 2017

**How to Apply:** Please email a cover letter and resume to: [vanessa@downtownfortcollins.com](mailto:vanessa@downtownfortcollins.com). No phone calls please.