

Position Title: Membership Development Manager

Reports to: Director of Membership

Position Summary:

In support of the Club's annual recruitment goals, the Membership Development Manager will be responsible for increasing membership at the Union League Club of Chicago.

This position will work directly with the Director of Membership and Membership Chair on solicitation strategies, as well as with other ULCC staff to meet annual and long-term revenue and strategic goals.

Essential Functions

- Identify, build and nurture relationships through involvement in Chicago businesses and associations to source new member leads and support membership recruitment.
- Identify prospective partners' needs, and develop, negotiate and execute programs to attract new members.
- Assists in developing new ideas, identifying key market trends and establishing target groups in support of membership growth.
- Assists the Membership department in recruiting efforts, including but not limited to, proposals, information gathering and event planning, such as Prospective Member Receptions.
- Promotes the Club through appropriate outreach efforts in accordance with the Club's strategic plan.
- Attends various civic and industry functions to represent the Club and attract potential members.
- Attends member events to source leads
- Attends staff meetings and other meetings with Club management.
- Cultivates and maintains relationships with other Club departments to support member recruitment.
- Any additional duties assigned by the Director related to membership recruitment
- Participates as an active member of the community through association memberships to establish contacts.

- Responsible for assisting in analyzing membership numbers and trends and forecasting quarterly benchmarks.
- Supports, adopts and promotes Club goals, policies, standards and operating procedures.

Required Qualifications

What you will need to be successful:

- Bachelors Degree and Business Development / Sales experience
- Must have a minimum of three (3) years' experience in business development; related experience in sales and customer relationship management
- Creative and entrepreneurial with the ability to exercise good judgment
- Strong organizational, time management, project management and communication skills (written and verbal)
- Skilled decision-maker, problem solver and negotiator
- Ability to work effectively with individuals at all levels of the organization and the ability to build trust and confidence with executive level staff