

Position Summary

This position is focused on event management and outreach. Membership Managers collaborate with the Outreach Director, primarily in two different ways: 1) Connect people who want to get more involved with MAC with the appropriate people. 2) Work to encourage memberships (both paid and new volunteers) and renew current memberships that may have expired.

This may include tabling at gyms or special events hosted by partner organizations. Some events will be social/community-focused (e.g. gym events, tabling events, raffles, gym competitions, REEL ROCK, etc.), while others will be stewardship-focused (e.g. Adopt-a-Crag events organized by Stewardship Director and Crag Ambassadors).

This position requires people who have a love for community and bringing people together. By sharing the ideas of access, stewardship and the challenges within the Mid Atlantic Climbing community, the Membership Manager is a direct link between the climbing community at large and MAC.

Roles and Responsibilities

- Membership Connection:
 - Be the initial point of contact to those who have expressed an interest (either by email sign-ups, conversation at tabling events, email, social media, etc.) in becoming more involved with MAC. Connect those people to the appropriate people.
 - Assist Outreach Ambassadors as needed at tabling with the focus of membership:
 - Manage events with Community Ambassadors or board members for events where membership sign-ups are possible.
 - Encourage joint memberships between the Access Fund and MAC
 - Report any membership sign ups to Vice President.
- Manage joint memberships with the Access Fund for record keeping purposes. Help facilitate their involvement with MAC. Cross reference joint memberships with volunteer records (Stewardship Director).
- Create and implement membership campaigns for both paid and renewable members, as well as new volunteers.
- Other responsibilities and duties appropriate to the events or as determined in conjunction with the board or Outreach Director.

Time Commitment

- 1 year commitment (minimum)
- A commitment of attending 4 tabling events per year is expected. While encouraged to attend the entire event (~5 hours), this is not mandatory, but a bulk of the event (~3 hours) should be attended. Other time commitments average 2-3 hours per month.
- Attend board meetings on a bi-annual basis (prior to the beginning of each season - Spring and Fall), and possibly additional meetings on an ad hoc basis.