



POSITION PROFILE

Member Relations Manager

POSITION IDENTIFICATION

Position Title: Director of Member Relations
Reports to: President & Vice-President

POSITION SUMMARY

The Member Relations Director ensures the integrity of the programming and events held by all branches of YWiB. Consistently evaluating through quality control and growth measures, the Director provides feedback and guidance in the message and vision of each event, program and partnership. This position represents the voice of the members so it is important to continually learn the wants and needs of YWiB's members and demographics.

ORGANIZATIONAL STATUS

This Director position sits on the Board of the Directors which acts as the governing body for the organization and its respective branches. University chapters, programs and events report their plan and activities to the board and we support their goals through providing feedback and assistance in execution, while ensuring consistency with the vision of the organization.

MUST KNOW ABOUT YWIB

YWiB is unlike any other organization. Our difference lies in our community – composed of young women in their enthusiastic drive for professional development and striving for their dreams. The key quality to have when working on the YWiB team is passion and dedication. Nowhere else will an experience grant you the exposure to working with other high-performing individuals who are dedicated to the development of young women in the business community.

WORK PERFORMED

This position works closely with marketing, administration and finance. It directly influences the events committee, programs and partnerships. The Director will overlook the programming and events in terms of content and message, and the value it provides to our members, enforce the integrity of the membership structure, overlook the management of the membership database, compose written marketing material for membership and respond to membership inquiries.

SIGNIFICANCE OF POSITION

This role has a direct influence in what our members receive from the organization and implementing modifications is a lengthy procedure. To ensure that our members are treated in a consistent manner, action taken and changes made should be guided with the goal to maximum member value, while minimizing the administrative work behind those changes. Since our members make our organization, they are the first to feel the impact of a poorly made decision, which can have a lasting negative impact for the organization.

EDUCATION/WORK EXPERIENCE

17+ years of education, and experience in leadership roles, event planning, customer service, and administration. Being able to work on a dynamic team, looking forward to meeting new and potential members and working in a fast-paced environment are also assets.

SKILLS

You'll be great at this job if you have:

- Excellent leadership, decision-making, organization and prioritization skills

POSITION PROFILE

Community Coordinator

- From idea-to-execution skills
- Relevant teamwork and relationship building skills
- Strong written and oral communication abilities
- Relevant technological skills [basic computer software]
- Advocacy skills
- A friendly and professional demeanor!