

THE ECONOMIC CLUB

O F W A S H I N G T O N , D . C .

Job Title: Associate, Membership and Sponsorship

Status: Full time, Exempt

Location: Downtown Washington, DC (currently a hybrid work schedule)

Supervisor: Director, Corporate Engagement

About the Economic Club

The Economic Club of Washington, D.C. is a not-for-profit membership-based business organization that provides a leading speaking, engagement and connection forum for prominent business and government leaders who influence economic and public policy at home and abroad. The Economic Club membership is comprised of over 950 business leaders from the greater Washington metropolitan region.

Position Summary: The Associate, Membership and Sponsorship will assist the Corporate Engagement team and CEO to plan, develop, and implement the recruitment of members, sponsorships, and other individual support from the Economic Club's membership roster to benefit all Club programs and activities. The successful candidate will be an enthusiastic team player who enjoys meeting planning, building business relationships and is a natural problem solver and skilled at customer service. This role is part of a growing team and organization and offers opportunities to develop a skillset across a number of functions.

Areas of Responsibility

Sponsorship

- Contribute in identifying, cultivating, and coordinating recruitment and renewal of current and prospective sponsors at multiple prescribed levels, helping to ensure their continued interest in and support of the Economic Club.
- Contribute to the development process for membership renewals and new prospects to meet and or exceed membership goals and annual budgets and support all activities of the Membership Committee's work.
- Serve as liaison to ensure solid communication and Club expansion.

Events Planning

- Coordinate with Events team in planning Member engagement and connections, including sponsor-only, Emerging Leaders Program, and Associate Member events.
- Collaborate with Economic Club staff to execute Signature Events, Executive Conversations, virtual programming, and member-led events.
- Contribute to the Emerging Leaders Program and Associate Membership by assisting in account management and coordinating program events with Economic Club staff.

Planning & Scheduling

- Support CEO and Director of Corporate Engagement in scheduling of and preparing for meetings.

Data Collection and Analysis

- Develop processes, collect and organize data to measure progress and continue to improve.
- Assist in maintaining clear and current records of both prospects and existing sponsors and members via Salesforce.

Additional Responsibilities

- Assist the Accounting team in managing the processing of contributions including recognizing commitments to ensure that they follow established policy and audit requirements; follow the flow of

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- individual and corporate payment processing; research corporate sponsorship prospects; and ensure proper member crediting on all materials related to events and other sponsorship recognition benefits.
- Assist Marketing team with the Annual Report, monthly newsletter, and social media during Virtual Programming.
 - Additional tasks as assigned, including but not limited event preparation and staffing at Signature Events, special programs, and other opportunities related to membership engagement, both in-person and virtually; and, research projects for the President & CEO.

Qualifications and Experience

- Bachelor's degree (all majors accepted)
- One year of relevant professional experience – leadership, sales, professional, fundraising or internship experience
- Excellent client service ethic
- Strong written and verbal communication skills
- Willingness to step outside of comfort zone and learn new skills
- Creative problem-solving and time management skills
- Goal-oriented and hard-working
- Digital acumen is a plus, particularly in social media, simple database and email communications

Commitment to Diversity and Equal Opportunity Employment

The Economic Club of Washington, D.C. is an Equal Opportunity Employer. Our goal is for our workforce to be representative of the working population of Washington, D.C. We do not discriminate on the basis of race, creed, color, religion, national origin, disability, political affiliation, veteran status, sex, parental status or age in all matters pertaining to employment and promotion. We will not tolerate discrimination on the part of managers, supervisors, or employees. Women, minorities, and the disabled are encouraged to apply. All applicants are subject to a reference check and background check. We believe that diversity makes us stronger and challenges us to think differently every day.

Compensation and Benefits

- Robust benefits package, including employer-paid health, dental, vision and life insurance.
- Vacation, sick, and federal holiday paid time off.
- Retirement plan with employer contributions.
- Growth opportunity offering professional advancement, and interaction with executive-level leaders of the largest and most high profile businesses in the Washington, DC, metropolitan area.
- Ability to contribute directly to the growth and development of the leaders of tomorrow.
- The range for the starting salary for this role is \$50,000-65,000, commensurate with role-specific experience.

How to Apply

Please submit your resume and cover letter, including responses to the following questions:

- 1) Why are you interested in this role?
- 2) What are your top three professional strengths? Please provide an example for each.

Email your resume and cover letter to HR@economicclub.org as soon as possible, with the email subject line "Economic Club Associate-Membership". The hiring process will include video and in-person interviews and sample work. For additional questions about this position or to speak with someone about your interest, please contact us at HR@economicclub.org.