

THE ECONOMIC CLUB

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

Job Title: Associate, Development

Status: Full time, Exempt

Location: Downtown Washington, D.C. (currently a hybrid work schedule)

Start Date: July 2023

Reports to: 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 nearly 1,000 business leaders from the greater Washington metropolitan region.

Position Summary: The Associate will assist the Corporate Engagement team 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 organized, 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 dynamic team and organization with opportunities to develop a skillset across a number of functions.

Areas of Responsibility

Sponsorship & Membership

- Contribute to 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.

Event Planning

- Coordinate with Events team in planning member engagement and connections, including sponsor-only and Executive Fellows Program events.
- Responsible for ensuring sponsor benefits are met by managing the sponsor table guest process.
- Collaborate with Economic Club staff to execute Signature Events, Executive Conversations, virtual programming, and member-led events.

Data Collection & Analysis

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

Planning & Scheduling

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

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 individual and corporate payment processing, research 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.

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- 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.

Qualifications and Experience

- Bachelor's degree (all majors accepted)
- One cumulative 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, with an interest in setting and tracking against quantifiable goals
- 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 \$50,000-60,000, commensurate with role-specific experience

How to Apply

Email your resume and cover letter to HR@economicclub.org by **May 30th** with the email subject line “**Application for Associate-Development.**”

In your cover letter, please include 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.

The hiring process will include video and in-person interviews and sample work. For additional information about this position or to speak with someone about your interest, please contact us at HR@economicclub.org.