

THE ECONOMIC CLUB

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

Job Title: Associate, Corporate Engagement

Status: Full time, Exempt

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

Start Date: Immediately

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, Corporate Engagement role requires substantial and continuous communication both internally and externally, building relationships, facilitating connections, and an understanding of the multifaceted complexities of the business environment. This role is responsible for helping to increase the engagement of members, sponsors, and other partners, including tracking and analyzing data, with the end goal of strengthening all Economic Club missions, programs, and initiatives. A successful candidate will be a self-starter, meticulous, organized, and innovative. This role is part of a high-performing team and organization with opportunities for growth.

Areas of Responsibility

Sponsorship & Membership

- Identify, cultivate, and coordinate recruitment of prospective event sponsors for Signature Events that are both inside and outside of the current membership roster.
- Responsible for ensuring in-person sponsorship benefits are met by managing the sponsor table guest process and reviewing the printed programs and sponsor slideshow.
- Hosting an orientation for sponsorship organization representatives to provide an overview of our table guest process.
- Responsible for identifying sponsor reception attendees, when applicable.
- Contribute to identifying, cultivating, and coordinating 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 prospective members to meet membership goals and annual budgets and support all activities of the Membership Committee's work.
- Contribute to coordinating renewal of current Executive Fellows and generating new nominations.
- Support Director, Corporate Engagement in scheduling and preparing for calls and meetings.
- Coordinate with Director, Corporate Engagement and Events team in planning sponsor-only programming and Executive Fellows Program events.
- Collaborate with Economic Club staff to execute Signature Events, Executive Conversations, virtual programming, and member-led events.

Data Collection and Analysis

- Collect and analyze data to measure and track engagement and develop processes for growth.
- Maintain clear and current records of both existing and prospective 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 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.
- 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 Desired Skills

- Excellent and efficient client service ethic
- Strong written and verbal communication, proofreading, and editing 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
- Flexibility and ability to work both independently and as a member of an efficient team
- Flexible schedule- early morning and evening hours will be required around events
- Fluent in Microsoft Office
- CRM database experience is a plus

Education and Experience

- Bachelor's degree (all majors accepted)
- 1-2 cumulative years of relevant professional experience – sales, account management, corporate relations, customer service

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
- Opportunity for 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 salary range is commensurate with role-specific experience

How to Apply

- Please send resume, writing sample, and cover letter indicating relevant experience and salary requirements to HR@economicclub.org
- For immediate consideration, please indicate your availability for a phone interview
- *In the subject line of your email, please indicate "Economic Club – Associate, Corporate Engagement"*

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, personal appearance 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. We believe that diversity makes us stronger and challenges us to think differently every day.