



**MEMBERSHIP DEVELOPMENT MANAGER  
MEMBER & GEOGRAPHIC ACTIVITIES - NJ  
EOE M/F/D/V**

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Full-time Exempt

7 November 2008

**Job Code: E2476-220600  
Salary Band: EE06**

**Responsibilities:** The Membership Development Manager will oversee the development and execution of programs and activities that enable IEEE volunteers whose responsibility is membership development (MD) for their local IEEE Section and Student Branch. This role is similar to a sales-support manager in a direct sales organization. The incumbent will serve as the principle liaison between IEEE's local Volunteer leadership, located worldwide, and IEEE's MD programs and processes. He/she will develop and manage the full-scope of field support process -- brainstorming, development, execution, evaluation -- and ensures program continuity and relevance to all IEEE Sections, Student Branches, and Societies. Specific functions of the Membership Development Manager are as follows: coaches field team with tools and techniques that develop influential relationships with members, employers, and peers; performs ad-hoc assistance requests, many of which require statistical data collection, reconciliation, requiring rapid turn-around; authors global and regional membership sales summaries that contain both narrative writing and statistical analysis. He/she will further be responsible for scheduling, coordinating and producing Internet-based training webcasts for MD Volunteers and Staff, as well as maintaining and evolving IEEE's web-based portal and virtual community for membership development. He/she will schedule, plan, organize and deliver on-site training workshops for membership development; this includes developing and delivering presentations to audiences of 10 to 100. The successful candidate will also schedule, organize and attend memberships booth at conferences and tradeshow; coordinating the contents and shipment of MD supply kits to IEEE Sections, Student Branches, and Societies. Monitors and improves online process for Kit ordering and fulfillment. This position further includes, collaborating with Volunteers and Staff to update and evolve IEEE's Membership Development Manual, but is not limited to coordinating the development of multimedia tools and training, along with evaluating the effectiveness of MD programs under direct responsibility; documents, and recommends continuous process improvements.

**Requirements:** 3-5 years direct experience in a sales-support and team coaching/motivation environment, and/or membership development activities within a professional Association. Ideal candidate will have a demonstrated background in team motivation. Technology or engineering sector and/or Association experience strongly desired. The selected candidate has experience developing, managing, and measuring programs and events that engage and motivate sales management teams, with a minimum of 3 years direct experience with programs and activities that create and improve customer or member engagement and loyalty. All programs will integrate Web-based interfaces and integration, requiring knowledge of IT technical requirements gathering processes and project management.

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