



Job Title:	Membership Director	Job Category:	Volunteer
Location:	Home Based	Travel Required:	Limited Travel
Level/Salary Range:	No Wage. 100% Volunteer. Expenses will be reimbursed.	Position Type:	Part-time.
Date Posted:	August 1, 2020	Posting Expires:	Sept 30, 2020
External Posting URL:			
Internal Posting URL:	www.canadiantransplant.com		

Applications Accepted By:

EMAIL: bbrown@txworks.ca Subject Line: Membership Director	MAIL: c/o Brenda Brown Canadian Transplant Association #4 – 3070 Townline Rd Abbotsford, BC V2T 5M2
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Job Description

OVERVIEW

The Canadian Transplant Association (CTA) is a registered charitable organization whose Board members are 100% volunteers.

The Membership Director, reporting to the President and responsible to the Board and its members will drive strategy for national membership program participation and execution of all communication. This task will be accomplished through a variety of associated platforms in collaboration with the Provincial Directors and with assistance of the Marketing Director.

The Membership Director, together with the Board of Directors, will help define the cost value benefit of the Membership Program, manage its execution and KPIs to determine its success or to identify when change might be required. The Membership Director will also analyze our current membership demographics and in collaboration with the Youth Advocate and Marketing Director determine how messaging to the membership should be tailored to respond to membership composition. The primary objective is to ensure effective communications within the internal team and externally with the membership, in order to increase and retain CTA membership.

ROLE AND RESPONSIBILITIES

- Attend CTA Board of Directors and Executive Committee & Board meetings.
- Have a seat on or lead the Membership Committee as part of the bi-annual strategic plan and/or updated plan reviews where membership planning and/or marketing strategy is within their purview.
- Identify and implement ways and means to maintain and increase membership, together with the Provincial Directors and the Marketing Director.
- Ensure that all records are kept confidential and are only for the use of the CTA Board of Directors. All data on membership sent internally shall be marked CONFIDENTIAL.
- Must become familiar with GDPR and data sharing privacy regulations.
- Submit membership reports on a monthly and annual basis to the President and Executive Committee.
- Inform the Provincial Directors of new members in their province.
- Keep Provincial Directors up-to-date on their Provincial membership(paid and unpaid).



- Work with the Treasurer to manage the financial aspect of the membership dues and tracking.
- Perform other duties, as the Executive Committee may deem necessary.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor’s degree or diploma in communications, marketing, non-profit management, leadership, project management, or equivalent combination of education/ experience
- Must have experience in a non-profit environment and volunteering and working with teams.
- Must have computer skills experience; working with excel, word, online programs, money systems such as Moneris an asset.
- Supervisory skills would be an asset.

PREFERRED SKILLS

- Superior written and verbal communication skills, with online experience a plus.
- Excellent computer skills, including proficiency in the advanced features of the Microsoft Office suite of products.
- Experience working in the health care and/or sporting sector would be an asset.
- Adept at using social media platforms (Twitter, Facebook, Instagram, LinkedIn, YouTube).

ADDITIONAL NOTES

If the following describes you, this role might be just what you are looking for:

- Desire to Learn – You are constantly learning. You instinctively find ways to create value, add to team culture, and think ahead.
- Collaborative – While you are comfortable working on your own, you communicate well and relish being part of a team.
- Thrive in Ambiguity – You gather information, communicate with your colleagues, figure out solutions, and find a way to get the job done.
- Accountable – You keep your commitments and can be relied on to deliver high-quality work that generates results.
- Passionate – You believe in making a difference in the lives of our others and are dedicated to going above and beyond to make a positive impact in the community.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time