

**Fox Valley Unitarian Universalist Fellowship
Position Description**

JOB TITLE: Membership Coordinator

Reports to: Assistant Minister

SUMMARY: To plan, implement, monitor and evaluate strategies, programs and activities that promote membership growth and assimilation, and the financial growth of the Fellowship, using organizational, relational and volunteer management skills to support staff and volunteers during a period of growth and transition.

ESSENTIAL JOB BEHAVIORS:

- Demonstrates behavior consistent with our Mission and UU Principles
- Contributes to continuous quality improvement
- Contributes to team effectiveness
- Is in compliance with bylaws of the Fellowship
- Meets standards of confidentiality
- Complies with organizational policies and procedures
- Maintains regular scheduled hours and is accountable for time

ESSENTIAL JOB DUTIES:

1. Coordinates and evaluates procedures and provisions for the welcoming of visitors and new members
2. Trains, coordinates, supports and manages volunteers in welcoming and member outreach roles
3. Supports and assists committees that deal with membership growth, retention, support, assimilation and financial giving as needed
4. Evaluates volunteer needs of the Fellowship through communications with other staff and with committees
5. Promotes volunteer needs of the Fellowship by writing, revising, and advertising volunteer position descriptions, and through personal member contacts
6. Tracks individual members' interests in making positive contributions to the Fellowship community by maintaining activities and interests component of database and member information files
7. Evaluates and promotes individual members' interests in making positive contributions to the Fellowship community through personal contacts and coordination of member outreach activities
8. Communicates concerns about individuals' membership to appropriate committees and staff for follow-up
9. Coordinates an ongoing system of member recognition and appreciation
10. Splits time appropriately between weekdays and weekend services

REQUIREMENTS

Knowledge, Skills and Abilities:

- Knowledge of computer software, including word processing and database
- Ability to work well with people: recruiting, relating and making connections
- Skilled at organizing and keeping track of several projects at once
- Ability to be flexible and to prioritize work
- Writing and speaking skills
- Ability to see the "big picture" as well as implementing and tending to details
- Ability and commitment to work collaboratively with church leaders and staff
- Understanding of UU faith and principles, and of FVUUF history and philosophy

Experience/Education:

- Broad experience/education in volunteer management or human resources
- Experience in church work or comparable non-profits