

# ***NATIONAL RELIGIOUS VOCATION CONFERENCE***

## **Position Description**

**TITLE:** Director of Membership

**FLSA Status:** Permanent; 30 hours; Exempt

### **GENERAL SUMMARY**

In order to serve our members and fulfill the mission of the National Religious Vocation Conference, this position works in tandem with the Director of Mission Integration to further member engagement and retention. This position supports the Director of Development in implementation and evaluation of fund raising for the NRVC. This position collaborates with the Director of Finance and the Director of Database Administration.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Develop strategies for NRVC membership appeals and renewals including follow up with lapsed members
- Promote professional member engagement including:
  - Develop and enhance membership onboarding strategies
  - Provide consultation to membership and resolve member issues
  - Assist members in accessing and using NRVC digital resources
  - Facilitate the distribution of *Misericordia* funds
  - Prepare event materials and direct NRVC event hospitality
  - Post and respond to vocation-related content on digital platforms
  - Identify membership segments to target and specific communication for membership retention
- Serve as presenter as time and talents allow
- Track resource inventory and prepare annual resource report
- Review and catalog NRVC material for annual archival at Marquette University
- Act as liaison with publishing services regarding print, website, social media content, and email broadcasts.
- Coordinates with the Director of Database Administration to ensure effective delivery of benefits and services across all platforms
- Consults with Director of Development on *Misericordia* appeal and sponsorships
- Consults with the Director of Mission Integration for relationship building strategies to procure the historical memory of member and collaborator engagement
- Represents NRVC at Member Area gatherings, events, exhibits, and serves on committees that respond to the NRVC mission as requested by the Director of Mission Integration
- Assist with general office duties to support the ongoing mission of the NRVC

## **GENERAL**

- Participate with the National Board and Office to ensure that the mission, vision, and values of the NRVC/NFCRV are clearly met
- Support the organizational culture of trust, teamwork, and competence in service of the members for the overall success of the NRVC
- Engage in Operational and Strategic planning meetings
- Assist with general office duties
- Consistent professional and upstanding public representative of the NRVC and the NFCRV
- On-site office hours determined in conjunction with office staff to best serve the membership of the NRVC
- Preparation, attendance, on-site assistance, and participation in NRVC events and Board meetings; travel as needed

## **EDUCATION**

- Undergraduate degree in a related field or related work experience
- Master of Arts in Pastoral Studies, Theology, or related field preferred

## **EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES**

- Consecrated member of a religious institute or society of apostolic life preferred
- Significant experience in vocation ministry with general knowledge of the charisms and missions of religious institutes in the United States
- Ministerial experience in membership cultivation and engagement
- Knowledge and proficiency in Microsoft Office with ability to learn new technology skills when necessary
- Cultural and ecclesial competency; understands and supports the mission of the Roman Catholic Church, consecrated life, and vocation ministry
- Communication and collaborative skills; ability to sustain professional relationships
- Ability to create original and professional correspondence; excellent written and verbal skills in English; other language skills an asset
- Highly organized and detail oriented; ability to manage multiple projects simultaneously
- Work independently and productively with minimal supervision
- Professional problem-solving skills and self-control in stressful situations
- Trustworthy, honest, discreet; practices a high level of confidentiality and integrity
- Adaptability and flexibility in meeting the changing needs of the organization and the development of this position
- Accept and respond appropriately to professional evaluation of the position

Annual evaluation by NRVC staff within team leadership model and Board Chair or designee.

This describes the general nature and level of work required in this position; other duties and responsibilities, and additional knowledge, skills and abilities may be required.

Revised May 2020.