

AIGA DFW Director of Membership & Community

Minimum Tenure: 2 years

Maximum Tenure: 4 years

Mission:

Increase and promote the value of membership and grow both the member and audience base while engaging both current and prospective members.

Responsibilities:

- Strategize ways to increase and maintain membership / support of AIGA DFW
- Educate new directors and program chairs on speaking about the value of membership
- Generate, analyze, and share monthly membership reports with board
- Maintain membership list and track statistics
- Create and send welcome packages to new members in Sustaining tiers
- Contact lapsed members to learn why they lapsed and encourage renewal
- Maintain awareness of national benefits and develop / oversee local membership resources and relationships
- Run members only projects and activities / perks at events
- Seekout and highlight local members throughout each year
- Acknowledge AIGA anniversaries in 5 year increments
- Conduct annual chapter membership survey, and report results back to the board
- Collaborate with each program chair to ensure initiatives have a perk or bonus for members where possible
- Research, strategize, and present to the board new ways to expand our community and reach larger audiences
- Attend at least half of AIGA DFW events, one board meeting per month, and the annual board retreat

Skills + Traits:

- Experience managing projects and keeping a detailed follow up schedule
- Organized and can easily multitask on a variety of collaborative projects
- Familiarity with organizing and planning events with many moving parts
- Excellent verbal and written communication skills
- Works well remotely: resourceful, independent, self-motivated, digital team player
- Possess cross-cultural literacy