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# Example of Membership Coordinator Job Description

Our company is looking to fill the role of membership coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for membership coordinator

* Serve as the point person for all membership-related duties and inquiries
* Expand new membership and hold a minimum 80 percent retention rate of existing membership
* Track progress with prospects and leads, communicate successes and failures
* Ensure new and existing members are signed up for benefits, including listservs and PS Magazine
* Maintain prospect database (Hubspot) and manage new member information (YM)
* Manage Supplier Referral requests via email and telephone
* Own membership year-round engagement plan and ensure communication timelines
* Coordinate and engage membership committee / board / senior staff team members at appropriate times to drive membership sales
* Develop an understanding of new member segments and growth opportunities
* Network at industry-related tradeshows and conferences in order to generate new member interest

## Qualifications for membership coordinator

* Develop and implement membership strategy
* Manage and maintain the organizations membership database
* Create and distribute weekly membership e-newsletter
* Create and distribute annual vendor member directory
* Develop and implement the organizations overall brand strategy
* Create and execute marketing plans for all organization programs and events