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# Example of Membership Job Description

Our company is looking to fill the role of membership. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for membership

* Integrates and analyzes data from various sources for customer initiated documents
* Maintains electronic member and prospective member databases and hard files
* Performs various administrative and sales duties during Club events
* Performs all Front Desk duties proficiently and efficiently
* Help to manage, train, monitor and coach performance of Front Desk Associates with management team
* Utilize the Membership Management Report to fill the schedule
* Make designated number of prospecting phone calls, appointments, and sign ups monthly
* Use appropriate verbal and non-verbal language
* E-Mail and mail appropriate materials to prospects and members in a timely manner
* Promote internal referral program

## Qualifications for membership

* Knowledge and appreciation of contemporary music is highly preferred
* 3+ years sales experienced preferred
* Bachelor’s Degree from an accredited college or university with major emphasis in sales, marketing, public relations, psychology or sociology
* Minimum two (2) years’ experience in sales, marketing or public relations in the private club, hospitality or related field is required
* Experience with member databases, association management software, and/or customer relationship management software
* Illustrator and Eloqua are a bonus