



## **Position Announcement**

**Title: Membership and Events Manager**

**Location: Boston, MA**

### ***ORGANIZATION DESCRIPTION***

*The New England Clean Energy Council's (NECEC) mission is to accelerate New England's clean energy economy to global leadership by building an active community of stakeholders and a world-class cluster of clean energy companies.*

The Council represents close to 400 member and affiliate member organizations, including clean energy companies, venture investors, major financial institutions, universities, industry associations, utilities, labor and large commercial end-users. The Council's ranks include clean energy CEOs, representatives from most of the region's top 10 law firms, and partners from most of the top New England venture capital firms.

Working with its stakeholders, NECEC develops and executes a wide array of programs in six strategic focus areas: Innovation, Growth, Education & Workforce Development, Adoption, Policy & Advocacy, and Research.

### ***POSITION DESCRIPTION***

**NECEC is seeking a full-time Membership and Events Manager to help with membership recruitment and retention and member services, and to organize and coordinate all NECEC events.**

### ***KEY RESPONSIBILITIES***

#### **Membership**

- Serve as main point of contact for all NECEC members.
- Responsible for current member retention and new member recruitment.
- Source new member leads.
- Coordinate with contacts at state affiliate and chapter organizations on all membership matters.
- Work with Director of Operations to develop 1-, 3- and 5-year membership growth plans.
- Responsible for maintaining membership CRM system and all associated membership records.
- Coordinate with NECEC management team to connect the membership to strategic focus area activities around workforce initiatives, advocacy/policy, PR, etc.
- Coordinate with Segment Development Program Manager to connect NECEC members to invitation-only market segment roundtables and to identify non-member segment roundtable attendees for membership recruitment efforts.
- Draft and analyze annual membership survey; implement improvement measures based on survey findings.
- Maintain metrics around membership composition, including clean energy industry subsectors, number of employees, total revenue, etc.
- Respond to any inquiries, questions and/or concerns from the membership.
- Meet/exceed monthly and annual membership quotas.

## **Member Services**

- Manage Member Services Program which offers discounts to the NECEC membership on office supplies, travel, phone service, shipping, insurance and payroll services.
- Act as liaison between Member Services vendors and NECEC membership.
- Field incoming inquiries and questions from NECEC membership regarding Member Services offerings.
- Pursue other products/services to add to the suite of Member Services offerings.

## **Events**

- Manage all NECEC events including our annual Green Tie Gala, Washington D.C. Fly-in, Mid-Year Member Mixer and Finance Series, as well as other educational and networking events, roundtables and press conferences, among others.
- Work with Director of Operations to develop annual calendar of events.
- Manage all event logistics including venue and menu selection, invitation design, compiling invitation lists, event production, outreach and coordination with event speakers, travel logistics, event registration, photography/videography, sponsorships, vendor negotiations and management, entertainment, event follow-up, etc.
- Analyze composition of attendees at events; coordinate targeted outreach to recruit attendees for future events based on results.
- Follow-up with non-member event attendees to recruit new members.
- Propose new events and/or fundraisers to add to the NECEC event calendar (i.e. – golf tournament, member retreat, webinars, conferences, other educational series, etc)
- Coordinate with strategic partners to collaborate on other clean energy industry events.
- Negotiate discounts to other industry events for the NECEC membership.
- Work with Director of Operations to develop and manage all event budgets.

## **QUALIFICATIONS**

- 3 or more years experience in trade association membership or and/or private industry sales.
- 3 or more years of events management experience.
- Meticulous attention to detail and strong interpersonal skills are critical for this position.
- Excellent written and verbal communication skills.
- Demonstrated ability to build and maintain relationships with a wide array of people and organizations.
- Ability to self-start, prioritize, work under pressure and meet deadlines.
- Experience sourcing membership leads.
- Experience in budget-based event planning.
- Ability to work occasional evenings at NECEC events and other industry networking events.
- Clean energy market experience preferred.
- Bachelors' degree required; MBA preferred.
- Fluency in working with MS Excel, Word, Outlook required. Experience with Photoshop, InDesign and other design programs ideal.

## **COMPENSATION**

Salary range is commensurate with experience. This is a full-time position funded by membership dues.

## **START DATE**

Immediately.

## **TO APPLY**

Email a resume and cover letter to Trish Fields at [tfields@cleanenergycouncil.org](mailto:tfields@cleanenergycouncil.org). Please include your salary requirements as well as three references with your submission.

*The New England Clean Energy Council is an equal opportunity employer.*