

Business and Membership Services Manager

The Business and Membership Services Manager serves as a representative for the Southern Colorado Technology Alliance (SCTA), a 501c (6) non-profit corporation. The Manager is responsible for articulating and disseminating consistent messaging of SCTA's mission, activities, successes and opportunities for current and future members. He/she coordinates signing up new members and provides ongoing support for existing members. The Manager plans and implements large scale programs, events, activities and marketing efforts.

Programs

1. Research, develop and implement core strategic initiatives that advance the SCTA board, SCTA members and SCTA partner goals to include business growth and advancement, workforce training, research and development and market diversification/entrepreneurship.
2. Support existing contracts with strategic partners to include Colorado Manufacturing Alliance (CAMA), FourFront/Fuse Impact Center initiatives, as well as any future agreements that require SCTA funding and/or maintenance.
3. Work with Executive Director and Business Growth & Advancement Director to facilitate references programs based on core strategic initiatives, to include preferences communicated by board members, members and strategic partners.
4. Work with members to strategize program topics of interest to membership.

Technology & Communications

1. Create and coordinate marketing campaign to include internal and external communications, consistent market messaging and strategies to ensure seamless communication amongst staff members, volunteers, members and partner agencies.
2. Maintain relationships with media personnel and produce press releases as needed.
3. Create website content and strategy and oversee maintenance.
4. Assess and implement marketing plans to ensure consistent branding and messaging efforts, as well as strategic efforts to develop innovative, next generation digital and social platforms to promote the SCTA brand.
5. Manage and provide copy to third party marketing professionals for collateral, website and/or PR related assistance.
6. Draft, publish, and disseminate member newsletter.
7. Design print collateral and coordinate marketing efforts.

Membership Management

1. Sign up new members.
2. Manage MemberClicks software program development and implementation to include member database, events, marketing, accounting coordination functions and the several identifying categories for query.
3. Engage current member companies and ensure a positive membership experience.
4. Support member requests to share information and build relationships that enhance members' ability to share their capabilities with overall membership and SCTA strategic partners. Work with existing

members to share ideas or suggest resources in support of core strategic initiatives and promote core initiatives with others within or outside of the SCTA community.

5. Support board operations for the SCTA.

Event Coordination

1. Oversee the coordination, planning and execution of signature SCTA events.
2. Provide planning and execution support for other SCTA events.

Competencies Required

1. Collaboration skills
2. Organizational skills
3. Communication proficiency
4. Technical capacity
5. Initiative

Supervisory Responsibility

The Manager may manage membership committees, interns, and/or volunteers.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is a largely a sedentary role, however some filing is required. This position requires the ability to lift files, and open/close filing cabinets. Some bending or standing on a stool may be necessary. There is also a requirement for moving beverage and food trays as well as chairs and tables in support on SCTA sponsored events.

Position Type/Expected Hours of Work: 40+

Travel: 5%

Required Education and Experience:

1. Bachelor's Degree

Preferred Education and Experience:

1. Non-profit work
2. MemberClicks software program (desired)

To Apply:

Please submit a resume and cover letter to stacie.fain@socota.org.