



Title	Membership Coordinator	Classification	Exempt
Reports To	Developmental Minister	Weekly Work Hours: 35	Date: 08-09-22

<p>Summary:</p> <p style="text-align: center;">Position Responsibilities</p> <p>The Membership Coordinator directs a comprehensive membership growth, new member assimilation, membership tracking, volunteer identification, and leadership development program.</p> <p>Newcomer Engagement</p> <ul style="list-style-type: none"> • Ensure that members and visitors have a welcoming experience at worship services and other UUCSR events • Work to attract potential members via a Plan My Visit process, follow up contact, outreach at community events, and in online communications • Develop and plan newcomer programs, orientations for new members, and other events and programs • Assist other staff and lay leaders in working with newcomers • Collaborate with the Membership Committee, and their chair, in carrying out its charge • Recruit, train, and support volunteers for newcomer and membership programs • Track engagement of newcomers • Educate the congregation on Radical Welcoming, the Spectrum of Belonging, and other developing frameworks <p>Member Engagement and Retention</p> <ul style="list-style-type: none"> • Strategize with Membership and other committees, ministerial staff, and other congregational staff on how to engage and retain members in programs • Increase engagement in various areas of congregational life, and help direct members to volunteer opportunities and programs they may be interested in • Develop a post-joining membership path that guides congregants from newcomer to stakeholder <p>Leadership Development</p> <ul style="list-style-type: none"> • Collaborate with the Member Resource Committee and Program Council to develop and implement a Leadership Development program that prepares members to serve in leadership positions • Assist in finding and planning Leadership Development trainings for upcoming and current leaders, including training in anti-racism and transgender inclusion • Work annually with MRC to make recommendations on committee and committee chair appointments

Membership Growth

- Provides a strategic plan to increase membership
- Directs a joining and renewal process for membership that is sustainable and accessible
- Advise staff and congregational leaders as to outreach efforts likely to attract newcomers
- If a member leaves the congregation, seek to identify the reason and use the information gained to improve the quality of the membership experience

Membership Renewal Process

- Implement the annual Membership Renewal process to align with and inform the annual pledge campaign
- Work with Membership Committee, Caring Committee, Ministers and the BOT to create a seamless process of outreach to ensure that members at risk of losing membership do not fall through the cracks
- Strategize to increase the percentage of the congregation that donates their “time, talent, and treasure”

Membership Database

- Manage the Membership database (as needed, research and implement a new Membership database with other key staff members)
- Collect and analyze data on member engagement
- Track member engagement (ensuring where possible inclusion of demographic information) through interest and opportunity fields and other data
- Maintain visitor records
- Use analytical tools to provide information on trends in membership (demographic, geographic, etc.)
- Provide membership data to committees and other UUCSR staff and entities (e.g., MRC) as needed

Online Presence, Communication, Technology, and Outreach

- Collaborate with the UUCSR Communications department to enhance our online presence
- Offer expertise and support to make our online presence welcoming and engaging for newcomers
- Increase UUA and denominational connections and UUCSR presence online
- Collaborate with the necessary committees and groups to bring our programs online
- Collaborate with key staff and leaders in building our multi-platform congregation

Membership	<ul style="list-style-type: none"> • This position engages with visitors, friends, and members of UUCSR.
Governance Support	<ul style="list-style-type: none"> • The Membership Coordinator prepares a quarterly report for the supervising minister with the expectation that it will be shared and discussed with the Board of Trustees.
Volunteer Coordination & Recognition	<ul style="list-style-type: none"> • The Membership Coordinator position works to recruit, train, and support volunteers for newcomer and membership programs.
Committee Support	<ul style="list-style-type: none"> • The Membership Coordinator works in direct collaboration with the Member Resource Committee, the Membership Committee, and Program Council. • The Membership Coordinator also collaborates with other committees and teams as needed.

Qualifications & Requirements	
Education	<ul style="list-style-type: none"> ● BA desired but not required ● Have UU Association of Membership Professionals certification or willingness to gain certification as a condition of employment. (As part of their job responsibilities and at UUCSR expense, the successful applicant will become credentialed.)
Work Experience	<ul style="list-style-type: none"> ● Work experience in a congregation, ideally with experience in Membership, is helpful. Other similar work experience will be considered.
Professional/Personal Strengths and Skills	<ul style="list-style-type: none"> ● Possess a deep familiarity with UU principles and practices and commitment to these ● Demonstrate skill in interpersonal relations and group dynamics ● Work well with individuals of diverse backgrounds and personalities and demonstrate the ability to work collegially with other professionals and leaders in the congregation ● Show personal warmth and a calm, non-anxious presence ● Be self-motivated, well-organized, detail-oriented, able to follow through with and delegate responsibilities ● Possess good memory for names and personal backgrounds of members and potential members ● In consultation with the Ministry Team and the Membership Committee, be able to articulate a vision for how to engage, develop, and help members get the most from their UUCSR experience ● Understand budget development and working within financial constraints
Driver's License	<ul style="list-style-type: none"> • N/A
Work Schedule	<ul style="list-style-type: none"> • Be present before and after worship services (Sundays and one Friday per month) and other key events • Be available some evenings to attend committee meetings and events as needed • Adhere to UUCSR flexible work schedule policy
Physical Requirements	<ul style="list-style-type: none"> • N/A
Technology and other equipment	<ul style="list-style-type: none"> ● Have excellent computer skills and familiarity with software and tools that could aid in membership recruitment, management, data collection, and retention