



6 MEMBERSHIP DIRECTOR

The Membership Director is responsible for all membership related matters including, but not limited to, building and maintaining our membership base, maintaining accurate records of members and their needs in the member database/s, communicating with new and existing members, email campaigns and surveys, managing the Donation register and reporting.

1. MEMBERSHIP BASE

The Membership Director is responsible for maintaining and actively building the number of members by ensuring members are retained through effective renewal systems and processes. This includes actively following up on memberships which have lapsed, approving and welcoming new members etc. in a timely manner.

2. RECORDS

Maintaining clean data in the membership database/s. Customising the database/s to meet the needs of SDA so we may fulfil our purpose.

3. COMMUNICATION

Liaising with existing and potential members, mostly via email, to meet their needs. This includes membership queries, troubleshooting, email campaigns, member surveys.

4. DONATION REGISTER

Maintaining the Donation Register data accurately to capture information about where our donations come from.

5. REPORTING

A Membership Report of new and lapsed members will be prepared by the Membership Director and circulated to the Board at the end of each quarter.

The Membership Director role would require a commitment of approximately 5-10 hours per week, however some weeks will require less, and others more.

All roles are done remotely (from home) so you will need a reliable computer and internet connection.

You will need to have experience with:

- a) MailChimp
- b) Wix
- c) Google Workspace

It requires a person with:

- a) Effective interpersonal skills
- b) Attention to detail
- c) Effective written communication skills
- d) Integrity and reliability
- e) A commitment to meeting deadlines and following through on tasks.

Please also note, as these are Board positions, you are required to be a member of SDA and you will also be required to attend Board meetings (held via Google Meet). There is usually no more than one meeting every 4-6 weeks.