

## **New Position Advertisement**

### **Position: Membership Manager**

#### **Organization**

The National LGBT Bar Association is a national association of lawyers, judges and other legal professionals, law students, activists, and affiliated LGBT legal organizations. Based in Washington, DC, the mission of the LGBT Bar is to promote justice in and through the legal profession for the LGBT community in all its diversity.

#### **Job Description**

This position will work to expand and diversify the LGBT Bar's membership by providing leadership and management for all membership initiatives. The Membership Manager will be responsible for developing both short- and long-term membership plans to increase revenue generated by general membership. Additionally, this position will produce members-only programming and support relationships with affiliate organizations.

#### **Responsibilities**

Working with LGBT Bar staff members, responsibilities include:

- Work to increase membership by targeting recruitment efforts and exploring alternate membership incentives.
- Implement new initiatives and correspondence targeted at new member acquisitions.
- Increase retention of current members.
- Diversify and expand the membership benefits program.
- Develop professional and social networking opportunities for members.
- Coordinate production of membership communications and work with Membership Committee to ensure that membership programs are streamlined and effective.
- Create career and business development resources for members, including working in conjunction with the organization's annual Career Fair to improve professional development opportunities.
- Strengthen partnerships with affiliate organizations.
- Develop and produce continuing legal education programs for members.
- Other duties as assigned.

#### **Qualifications**

Applicants for this position should have 2-3 years of experience in membership development and LGBT issues. Applicants should have knowledge of and be passionate about advocacy work in addition to a demonstrated commitment to LGBT issues.

#### **To Apply**

To apply please send a copy of your resume along with a cover to [positions@lgbtbar.org](mailto:positions@lgbtbar.org).