Membership Director

The Community Transportation Association of America, a growing national nonprofit organization dedicated to mobility for all Americans, seeks a dynamic, organized and goal-oriented individual to direct, manage and grow membership. The successful candidate will work directly with CTAA's executive director, Board of Directors and management team — as well as current and potential Association members around the country — to recruit new members, retain current members, develop strategic partners to enhance membership value and help develop resources that promote membership recruitment and retention. Must possess excellent communications and sales skills, be a self-starter open to collaboration, work well independently and as part of a team, and be able to execute multiple responsibilities simultaneously. Transit experience not a requirement, but definitely a plus. The Association offers a competitive salary and benefits package.

Salary Range: $90,000-120,000, depending upon experience

Must Have:

- Five years (minimum) management and financial experience, preferably in a membership or sales position
- Background in membership recruiting, retention and building external relationships
- Experience with budgeting and goal setting
- Willing to work in Washington, DC
- Familiarity with standard business software
- Demonstrated excellent communications and interpersonal skills
- Enthusiasm for improving mobility for Americans around the country
- Work well independently and as part of a team(s)
- Willingness to travel
- Public speaking/session leading experience
- Passion for connecting with a wide variety of communities to advance our mission

Preferred:

- Community or public transit experience

Key Responsibilities:

- Promoting membership services to a wide variety of audiences
- Developing and maintaining relationships with industry and community partners
- Establishing meaningful relationships with corporate, public sector, state and national partners to advance our mission

• Implementing and utilizing association management software
• Overseeing invoicing process and retention strategies
• Helping to both lead and manage membership events like CTAA's annual EXPO conference, Leadership Academy and Small Urban Network conference.
• Working directly with the Board of Director's Membership Committee
• Harness CTAA's numerous state, regional and national conference and meeting participation into tangible organizational benefits.

To Apply
Contact Scott Bogren, Executive Director at bogren@ctaa.org.

CTAA has a hybrid office environment and offers a competitive benefits package with this leadership position and is an Equal Opportunity (EOE) employer.