

## Member Outreach Manager

Are you the type of person who can build relationships with people? Good at networking? Are you an active listener who can take feedback from our members and translate it into a program or service? Are you a detailed event planner? Can you work on multiple projects in the same week and keep a detailed calendar of deadlines? Are you an innovative thinker and a team player? Our Membership Outreach Manager position combines a variety of skills and we're looking for an employee with a outgoing personality and a desire to care for our members.

The **Illinois CPA Society (ICPAS)** is a professional membership association dedicated to enhancing the value of the CPA profession. Founded in 1903, ICPAS is one of the largest state CPA societies in the nation, with more than 25,000 individual members. We represent CPAs in public accounting, consulting, corporate finance, government, and not-for-profit organizations, as well as, accounting students and educators. Visit our website at [www.icpas.org](http://www.icpas.org)

### Duties and Responsibilities

#### Event planning

- All aspects of event planning including venue selection, menu, agenda, speakers, activities, marketing and staffing.
- Assignments such as quarterly events for young professional and women's groups, Young Professional Leadership Conference, Women's Mentoring Circles and Women's Leadership Forum

#### Program Management

- Run programs such as Firm Ambassador Program, Firm Orientations, and the Women to Watch award process
- Participate in planning process for campaign to retain young professionals and new CPAs as members.
- Support Sr. Director with Corporate Access program including data base of contacts and participant support.

#### Staff representative/Volunteer Management

- Attend and sometimes plan the Young Professional Advisory Council and Womens' Committee meetings and planning groups.

#### Relationship building

- Plan and execute relationship building activities within firms including keeping a database of contacts, planning visits, marketing events and evaluating the effectiveness of events.
- Assist Executive Office to schedule firm visits, supply with profile, materials and collateral
- Establish connections with members in order to encourage membership retention, volunteer participation and higher engagement with Society programs.

#### Assist in marketing for key demographics and membership efforts

- Responsible for updating and maintaining web presence for assigned programs
- Be part of team on marketing campaigns, including event promotions, email marketing, social media, etc.

### **Demonstrated Qualifications**

- Bachelor's degree preferably in marketing, communications, public relations, or related field.
- 3-4 years of marketing, association, program development or related experience preferred.
- Excellent interpersonal and public speaking skills. Work in tandem with other departments.
- Excellent project management and organization skills.
- Demonstrated ability to develop and implement integrated strategic/marketing plans designed to achieve stated goals
- Experience with committee/volunteer management is a plus.
- Flexible personal schedule for early morning and evening events, several times a month
- Drivers license in good standing, ability to travel in Chicago area
- Can stand for longer periods of time, lift up to 25 pounds, and assist with set-up of display table, food and beverage service, and event management.

### **WHAT WE OFFER**

We offer an excellent benefits package including health, dental, vision, life insurance; transit benefits and a generous paid time off policy. We promote a work/life balance with a 35-hour work week, work from home options and summer hours. Located in the loop close to Union Station.

**Apply by sending resume to [hr@icpas.org](mailto:hr@icpas.org)**

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