



Higher Education Financial Wellness Alliance Volunteer Opening

Director of Membership

Position reports to: Executive Director of HEFWA

Summary: This position is responsible for managing the systems used to track, recruit, and communicate with HEFWA members. This position will serve as the primary contact for individuals and institutions who have questions about HEFWA membership, whether they are already members or not. The Director of Membership will lead initiatives designed to retain current members. As a Director, this position will serve as part of the HEFWA Directorate and will therefore provide oversight to other areas of the organization.

Essential Duties:

- Maintain HEFWA membership database and identify and communicate potential improvements
- Monitor HEFWA e-mail and message board and respond accordingly
- Lead survey efforts to get feedback from current members about what HEFWA can be doing better for them
- Collaborate with Director of Marketing and Communications to develop solicitation strategy designed to recruit new members
- Coordinate the development of benefits to recruit new members and organize opportunities for member appreciation/recognition

Required skills:

- Proven ability to organize multiple tasks at once
- Experience with working with external organizations to develop partnerships
- Effective in building/maintaining customer relationships
- Proven analytical skills
- Experience working with database management software (preferred)

Estimated time commitment/week: 5 hours

Position duration: One year, with the opportunity for yearly renewal

Benefits:

- Work with a positive and collaborative team
- Network with industry experts
- Free Summit attendance or equivalent discount for institutional membership



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Financial Wellness**
ALLIANCE

About the Alliance: The Higher Education Financial Wellness Alliance is a network of professionals dedicated to bringing together post-secondary organizations to inform national conversations that impact the financial wellness field, public policy and educational support services. The Alliance aims to be the premier forum for conversations related to financial wellness in higher education. Through programming, policy, and research the alliance will scale impactful solutions and further the national discussion to assist campuses in developing financial wellness for students to support responsible college financing, remove financial barriers to degree completion, and provide lifelong skills for economic prosperity.

To apply: [click here](#)

Questions: info@hefwa.org; (812) 855-9111



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