



National Association of Black Accountants, Inc.

7474 Greenway Center Drive, Suite 1120

Greenbelt, Maryland 20770

Phone: (301) 474-NABA

Fax: (301) 474-3114

www.nabainc.org

“Lifting As We Climb”

VACANCY ANNOUNCEMENT

Member and Chapter Relations Coordinator

April 2010

The purpose of this position is to coordinate multiple member and chapter services within the National Association of Black Accountants, Inc. Membership Team. Key responsibilities include preparing monthly chapter reports and statistics; responding to daily inquiries from the association’s members and chapters; coordinating the administrative and archival logistics for new and existing chapters; coordinating the administrative logistics for the association’s member recruitment and retention process; and reviewing and making recommendations for updating membership website content.

Core Responsibilities

1. Reconcile and prepare requisite chapter membership reports and statistics in a timely manner; send chapter reports to NABA leadership on a monthly basis.
2. Process monthly chapter payments accurately and timely.
3. Coordinate the administrative and archival logistics for new and existing chapters.
4. Coordinate the administrative logistics for the quarterly chapter reporting and compliance procedures.
5. Enter member applications, data, and updates into the association management software (AMS) system.
6. Respond to member and chapter inquiries and requests including written, electronic, and verbal communications.
7. Collaborate with members of the Membership and IT Teams on the management and maintenance of an accurate association membership database system.
8. Collaborate with the Manager, Membership Operations to achieve membership recruitment, engagement, and retention goals by coordinating the administrative logistics of NABA’s new member recruitment and retention process.
9. Coordinate the administrative logistics of member and chapter outreach activities and events including the fulfillment of requests for NABA membership display and materials to support events and programs.
10. Review membership content on NABA’s web site on a routine basis and make recommendations for updates and changes.
11. Provide the Manager, Membership Operations with project assistance including improving the efficiency and standardization of membership programs.
12. Supports the overall goals of the membership program functional area by performing duties as assigned.

Qualifications

“40 Years, One NABA”



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Knowledge typically acquired through:

- Bachelor’s degree required
- 3-5 years of progressive association experience
- Experience working with association leadership, chapters and members required

Scope and depth of technical skills/knowledge:

- Excellent computer skills and working knowledge of Microsoft Office Suite 2007 is required
- Working knowledge of Customer Relationship Management (CRM) and/or Association Management Systems (AMS) is required
- Strong writing and editing skills a must
- Demonstrated track record of strong project management skills

Scope and depth of non-technical skills/knowledge:

- Excellent interpersonal skills and customer service skills
- Strong facilitative skills, including the ability to encourage initiative and cooperation among volunteer leaders and members
- Self-starter with a demonstrated ability to take initiative and accomplish tasks with minimum supervision
- Ability to work in a fast-paced, team-oriented, hands-on environment and work effectively under pressure; meet deadlines; organize and prioritize multiple tasks with attention to detail and maintain a flexible approach to changing priorities and methods
- Demonstrated ability and commitment to the team approach in achieving work goals
- Strategic and creative approach to work

Salary: Commensurate with experience

Closing Date: Resumes will be reviewed on a rolling basis until the position is filled.

Please submit a cover letter and current resume to resumes@nabainc.org and include Member and Chapter Relations Coordinator position in the subject line.

Equal Employment Opportunity

The National Association of Black Accountants, Inc. (NABA) is, and has been from its inception, an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.

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