



Membership Program Manager

- ❖ **Do you enjoy engaging individuals and businesses in becoming part of a solution?**
- ❖ **Do you have a passion for working to keep communities safe?**
- ❖ **Are you looking for fulfilling work you can be proud of?**

If you enjoy community outreach, want to positively affect public safety across Colorado, and are seeking a supportive work culture, then County Sheriffs of Colorado (CSOC) is the place for you!

Our employees are proud of the work they do and believe in the value they bring to the organization and the public. As a small team we recognize the importance of teamwork and building relationships. Our work is important and seemingly never ending, but we acknowledge the need for personal wellness and laughter along the way.

CSOC is a non-profit organization dedicated to preserving the Office of Sheriff by providing relevant programs and support to all county sheriffs' offices within Colorado. We do this by providing educational and professional development to all law enforcement, promote public safety initiatives and programs, and support law enforcement and public safety personnel in times of stress and need.

The backbone of our success lies not only with the team of employees, but with the individuals and businesses who support our mission through our membership programs and donations.

We are currently seeking a Membership Program Manager to join our team of dedicated employees.

Benefits for Full-Time Employees:

- Hybrid work location – a mix of in office and remote
- Flexible schedules
- 16 hours of paid time off earned each month (192 hours annually)
- Paid time off for most federal holidays
- 2 paid personal holidays each year
- 100% employee premium for medical and dental insurance
- Retirement fund with 7% company contribution and optional employee contributions

Salary Range from \$50,000 - \$55,000 annually.

This position is a full-time exempt employee role, reporting directly to the Executive Director, with supervisory responsibilities of the Membership & Office Specialist.



Job Purpose

The Membership Program Manager (MPM) is primarily responsible for the organization's membership program success through development, management, and sustainability.

Role Profile

Role Name: Membership program development

Purpose of Role: Grow membership program through creating and implementing new and unique membership types, benefits, and experiences.

Responsibilities:

- Develop events and campaigns to gain brand awareness and increase membership numbers.
- Create a robust prospecting program to target new and existing membership categories providing value to members and communities.

Key Results/Expectations

- Exclusive member focused events are developed and successfully implemented.
- Innovative membership categories and growth are identified and implemented successfully.
- Members receive value for their investment in CSOC.
- Membership growth sustains steady growth over time.

Knowledge and Skills Required

- Experience in growing non-profit membership programs.
- Ability to provide quality customer service.
- Team player, self-starter, interested in providing value to the organization.
- Experience in implementing new programs.

Role Name: Membership database manager

Purpose of Role: Ensure easy and accurate data, entry, and access to membership information.

Responsibilities:

- Understand direct mail membership programs and work towards continuous improvements while maintaining data integrity.
- Build partnership with direct mail vendor to form a robust and effective program.
- Seek and implement automation of manually intensive tasks associated with membership data, fulfillment, and communications.
- Ensure data entry tasks are performed timely.



Key Results/Expectations

- The membership database is accurate and regular reporting is completed as required.
- Database entry is streamlined and efficient.
- Manual tasks are minimal.

Knowledge and Skills Required

- Experience working with a membership-based organization, and excel at working with database management programs, CRM, and Microsoft suite.
- Ability to look and plan towards the future.
- Knowledge of emerging systems, tools and technologies that can enhance membership programs.

Behavioral Competencies Needed

- Passion for mission
- Professionalism, Integrity
- Communication, Teamwork
- Customer relations
- Innovative
- Organized, Efficient

This role profile in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties as assigned by their supervisor.

To apply for this position, please send your resume and statement of interest to anichols@csoc.org
Position will be open until filled.