

# MEEA Position Announcement

## *Senior Membership Associate*

### **Organization Overview**

The Midwest Energy Efficiency Alliance (MEEA) is a collaborative network, promoting energy efficiency to optimize energy generation and reduce consumption, create jobs and decrease carbon emissions in all Midwest communities.

At MEEA, we leverage our expertise to be the Midwest's leading resource for our members, allies, policymakers and the broader sector to promote energy efficiency as the essential pathway to achieve a clean, affordable, equitable and sustainable future. MEEA serves as a technical resource, promotes program and policy best practices and highlights emerging technologies, all to maximize energy savings, reduce costs, improve resilience and lower energy burden.

### **Position Overview**

MEEA seeks a team-oriented individual who believes in the importance of strong relationships between both an organization and its members and understands how to build and maintain those connections. We offer a supportive, high-performing environment where you will have a significant voice in the membership program's decisions and in your own development, and a culture that recognizes, develops and values great work.

We are looking for someone to support our membership, made up of more than 150 organizational members. MEEA membership uniquely brings all stakeholders of the energy efficiency industry together to further important conversations and business opportunities.

The Senior Membership Associate will report to the Membership and External Relations Director and be responsible for the day-to-day administration of MEEA's membership program. Responsibilities include but are not limited to the following:

### **Responsibilities**

- Member of team responsible for member relationships and ensuring strong membership value
- Assist in identifying prospects for membership, developing membership and supporting outreach to prospective members
- Manage membership committee and work with staff to convene other organizational committees and working groups
- Work with Marketing Associate on membership communications
- Collaborate on collateral (brochures, slide decks, email series, etc.) to promote member benefits for recruitment and retention
- Manage the membership invoicing process including new and renewing member invoices and prepare directed membership communications
- Assist with the data integrity of the organization's Constituent Relationship Management database and its use for membership development
- Participate in coordination of MEEA's Annual Membership Meeting and other organizational and membership-related events
- Member of primary team responsible for MEEA's annual conference, the Midwest Energy Solutions Conference, and the annual Inspiring Efficiency Awards

### Qualifications

- B.A or B.S. required in the field of business administration, communications, marketing or a related field
- At least one to two years related work experience in a professional environment (association or membership experience preferred, but not required)
- Excellent organizational, writing, communication and public speaking skills
- Ability to manage multiple projects and deadlines while prioritizing competing responsibilities
- Proficiency in Microsoft Office
- Ability to work independently with a high degree of self-sufficiency and initiative while also functioning as a member of a team in an open-office environment
- Outgoing, energetic and positive team player willing to take initiative
- Ability to research and solve problems
- Passion for environmental issues, a plus

### Compensation

The Senior Membership Associate position starts at an annual salary of \$60,000. Compensation for the selected candidate will be commensurate with experience and education.

MEEA offers a competitive employment benefits package including health, vision and dental insurance, employer 403(b) retirement match, commuter subsidy, paid time off and a hybrid work environment with two remote workdays/week.

### Location

Civic Opera Building  
20 N Wacker Dr.  
Chicago, IL 60606

### To Apply

Submit cover letter and resume to [jobs@mwalliance.org](mailto:jobs@mwalliance.org) with Subject: "Senior Membership Associate" by Friday, May 20, 2022.

Candidates who do not submit both items will not be considered. Candidates considered for interviews may be asked to provide writing samples and references. No phone calls please.

MEEA is an equal opportunity employer and is committed to a policy of nondiscrimination with regard to race, sex, gender, color, age, religion, creed, class, sexual orientation, national origin and disability.