

## **Indiana Member Services Specialist**

### **Job Description**

**Great Lakes Women's Business Council (Great Lakes WBC) is a nonprofit champion for women and minority businesses. We provide access to capital, certification for women-owned businesses, corporate contracting opportunities, and small business educational support.**

**Full Time Position** – Reports to the Senior Director of Membership & Corporate Development

### **Job Responsibilities**

#### **Corporate Membership Services**

- Build and maintain relationships with Indiana corporate members
- Provide sourcing assistance to corporate members
- Assist in special projects assigned by the Director of Membership
- Participate in Corporate Development Committee (CDC) meetings
- Manage WBE (Women's Business Enterprise) participation in corporate matchmaker, planning and events
- Recruit, set up and maintain corporate members records in database
- Generate and manage corporate member annual invoicing and annual membership certificates
- Personalize and send welcome packets to new members
- Assist with the composition of "WE Match" event at the annual conference
- Learn Great Lakes WBC offerings, educate and share how to navigate the corporate segment of the website
- Process credit card payments as required
- Adhere to all company policies and procedures

#### **Indiana Signature Events**

WE Succeed, our current Indiana signature event is a one-day opportunity for women business owners to learn and network with each other and corporate buyers. They are also eligible for awards presented at the awards luncheon.

- This role plays an important part of a planning committee to develop and implement annual Indiana signature event including cultivation of sponsors, budget development, program planning and logistics, identifying presenters and others involved with program implementation

### ***Other Responsibilities***

- Some travel is required, up to 15% travel time
- Extended hours on occasion and as needed
- Ability to manage multiple projects
- Assist with Great Lakes WBC events

### ***Requirements:***

- Three years of office experience
- Associates degree or equivalent experience is required, Bachelor's preferred
- Ability to work independently as well as with committees and in team settings
- Proficiency in MS Word, Excel, Power Point and Microsoft Outlook
- Strong communication and written skills
- Time management skills with the ability to prioritize and meet deadlines

### ***Application Process:***

Submit resume to Kelly Hill at [khill@greatlakeswbc.org](mailto:khill@greatlakeswbc.org). No phone calls will be accepted regarding this job posting.

For additional information please reference the website, [www.greatlakeswbc.org](http://www.greatlakeswbc.org)