

Professional Member Relations Director

Details

Reports to: Executive Committee (EC)

Time: 10-15 hours per week

Location: Flexible within the U.S.

Overview

The Professional Member Relations (PMR) Department is the main connection between professional members and ESW-Headquarters. The Director, along with the Professional Relations Coordinators (PRC), communicate with professional members to inform them about ongoing HQ initiatives and track/implement any feedback. They also work with the PRCs to develop and implement new initiatives that support our goals of growing our professional membership across the U.S. while empowering them to solve some of the world's biggest sustainability challenges. The PMR Director works with the EC and other departments to meet the needs of professional members. Finally, they will occasionally be asked to represent ESW at public events as available and appropriate.

About Engineers for a Sustainable World

Engineers for a Sustainable World (ESW) is nonprofit dedicated to empowering engineers to tackle sustainability challenges. We believe that engineers, and anyone who loves to solve problems, are key to solving today's biggest sustainability challenges. Founded in 2002, ESW is an international network of over 1,750 members and more than 45 collegiate chapters working to build a more sustainable world through technical hands-on projects. Since its founding, ESW has supported over 300 chapter-led projects in 12 countries and 23 states and Canadian provinces.

Responsibilities

The PMR Director will be responsible for:

- Overseeing and managing a community of ESW alumni and members, including consistent communications via our ESW Global Slack and email
- Tracking and maintaining our members on Nation Builder, ESW's CRM
- Help manage and improve any current Professional Member Programs (i.e. Mentor Program)
- Developing and implementing new Professional Member programs
- Leading weekly Professional Relations Department meetings and attending fortnightly EC meetings
- Reporting back out to and communicating with the Executive Committee

Qualifications

- Excellent communication, presentation, and people skills with an ability to balance priorities, negotiate, and work with a variety of internal and external stakeholders
- Leadership experience
- At least 1 year of professional engineering or non-profit experience
- Able to work well independently, establish and meeting deadlines, and prioritize tasks
- Experience using digital tools such as Google Suite, Slack, and video conference (we use Zoom)
- Passion for sustainability and technical problem solving
- Comfortable working in a remote, virtual team environment
- Comfortable working in a dispersed team across multiple time zones