

# Coordinator Role

## Position Title: **Corporate Membership Relations**

### Description:

Build and strengthen relationships with local Talent Management Managers and Directors to create a membership pipeline through corporate membership accounts.

### Time Commitment:

- 2-3 hrs/month every month attending member events as much as possible (Event schedule varies)
- 2-5 hours/month building connections with L&D/TM/OD/HR Leaders at local Organizations

Term: 12 months

Reports to: Membership Growth Manager

Voting Position: No

Supervisory Duties: No

Committee Members: No

Board Appointed: No

### Key Competencies:

Commitment, Teamwork, Reliability, Outreach, Communication

### Primary Responsibilities:

- Keeps a working list of relationships and conversations with Talent Management leaders in local Organizations that align with the ATDps Mission and Vision.
- Builds working relationships with Talent Management leaders with the goal of sharing information on upcoming events and communicating the value of ATDps membership to increase event attendance and ultimately acquire new corporate memberships.
- Seeks out Managers and Directors from current and past members to engage them in a dialogue about encouraging membership for their direct reports as relevant.
- Finds creative ways to engage local leaders in Talent Management and related disciplines to translate those engagements into new memberships
- Works with the Membership Retention Ambassador and Director of Membership to ensure the chapter onboarding experience meets and exceeds new corporate members' expectations and that their needs from membership are met as a whole.
- Supports ATDps Mission, Vision and Values:
  - o **Mission:** ATDps professionals together create a world that works better through excellence in Talent Development.
  - o **Values:** Connection, Growth, Inspiration, Support, and Fun
  - o **Vision:** To be recognized as the premier resource for talent development professionals in WA state.

### Success Measures:

- Influences the acquisition of 2+ new corporate memberships per month

- Shares new and creative ways to engage new and existing corporate members
  - Build and strengthen relationships with L&D/TM/OD/HR Leaders at local Organizations
  - Represents Chapter within network and community
  - Sustains efforts and successes by preparing a successor in this role for a smooth transition.
- Shares all in-progress resources and documentation and makes introductions to active network before transitioning out of role
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**Privileges:**

Free attendance at monthly member events  
Potential career path into future Board positions  
Position listed on your resume and LinkedIn profile  
Opportunity to connect with ATDps members

**Additional Expectations:**

Member of the ATD Puget Sound chapter for term  
Post comments and engage in chapter's social media and online community  
Meet success measures listed above  
Advise Membership Growth Manager and Director of Membership Experience of trends seen in recruiting efforts