

Coordinator Role

Position Title: New Member Concierge

Description:

Build and strengthen relationships with local Talent Management professionals to attract new members to ATDps.

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 professionals 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 local (WA state) Talent Management professionals
- Builds relationships with local Professional Development Organizations that align with the ATDps mission and vision with the goal of attracting new ATDps members
- Builds relationships with local (WA state) Talent Management professionals with the goal of attracting new ATDps members
- Reaches out to past members to engage them in a dialogue about renewing membership and identifying opportunities for the ATDps chapter to re-engage them.
- Finds creative ways to engage local leaders in Talent Management and related disciplines to translate those engagements into new memberships
- Works with the Membership Growth Manager and Director of Membership Experience to ensure the chapter onboarding experience meets and exceeds new 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 memberships per month
 - Shares new and creative ways to engage new and existing members
 - Build and strengthen relationships with local L&D/TM/OD/HR professionals
 - 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 (slack)
Meet success measures listed above
Advise Membership Growth Manager and Director of Membership Experience of trends seen in recruiting efforts