

Member Services Director
South Carolina Association of CPAs
West Columbia, SC

The S.C. Association of CPAs (SCACPA) is seeking a full-time Member Services Director. The position's essential responsibilities are membership recruitment and retention, program and volunteer management, communications and public relations.

Individuals interested in applying for this position should submit a cover letter with salary requirements by **Monday, September 13** to SCACPA Executive Director Erin Hardwick, ehardwick@scacpa.org or 570 Chris Drive, West Columbia, SC 29169. Phone calls will not be accepted.

The **S.C. Association of CPAs**, located in West Columbia, SC, is a statewide professional society for 3,800 accounting professionals. Celebrating its 95th year in 2010, SCACPA offers a variety of programs and services to its members. See www.scacpa.org for more information.

Essential Job Functions

- Manage all activities related to membership renewal, recruitment and retention
- Oversee the integrity and maintenance of member data
- Promote student membership and grow a viable On-Campus Champion program
- Serve as managing editor for a quarterly professional magazine, *The CPA Report*. Responsibilities include assembling and writing content, coordinating with the staff and Editorial Board, recruiting and managing advertising, overseeing layout, design and production and meeting established deadlines.
- Ensure that CPA profession and Association content is shared cross-media, through the magazine, electronic newsletters, Web site, Facebook and Twitter, and in public venues, etc.
- Contribute original content for print and online communications and edit content from SCACPA teams and staff
- Write and oversee design of membership and program marketing pieces
- Manage Association's vendor partnership program which produces member benefits and marketing resources for the Association
- Assist with team planning and implementation of four member events – the Annual CPA Summit; the CPA Day at the Statehouse; New CPA Oath Ceremony; and a series of town hall meetings across the state
- Help recruit and recognize volunteers and help members find ways to serve and interact with the Association
- Lead strategies, execution and evaluation of public relations programs and services, including, financial literacy/community service, public relations and new media outreach

- Serve as staff liaison to the Membership Committee, Benefits Committee, the Accounting Careers/Academic Relations Task Force, and Young CPAs Leadership Cabinet, the Editorial Board and the Financial Literacy Task Force.

Minimum Job Requirements

Education: Bachelor's degree required; advanced degree or certification preferred.

Experience: Required minimum of seven years experience in membership-based Association or comparable nonprofit environment. Experience in volunteer management, marketing, public relations, publications, data management experience is essential.

Specific Skills and Competencies

- Superior verbal and written communication skills including public speaking
- Customer focus – proven ability to deal effectively with many different people
- Proficient in office-related technology – including databases, electronic communication tools such as e-newsletter templates
- Adept in utilizing social media such as Facebook, LinkedIn and Twitter in a business environment
- Well organized and detail oriented; able to handle multiple tasks efficiently