



Job Title: Membership Account Manager

Location: Washington, DC (working virtually initially)

Reporting To: Vice President of Member Development

Position Overview: WEConnect International has been growing steadily and is now seeking to dramatically accelerate growth. Therefore, the position requires that the individual is mission-focused, collaborative, creative, self-motivated, adaptable, and process minded. The individual should have relevant business, supplier diversity, specific account management and partnership development experience as well as strong communication skills to be able to adjust to the different requirements and cultural conditions of the membership. The role will be accountable for a portfolio of membership relationships to support the growth and engagement of global members. The right candidate will be able to create impact by helping to increase member buying from women-owned businesses and advance inclusive sourcing practices in member organizations.

Responsibilities

1. Membership Engagement and Retention

- a. Provide high quality, relevant and timely information to members and participate in presentations
- b. Coordinate and support member meetings, webinars, events, committee meetings, member outreach and overall member participation
- c. Work with member development team to create and manage member surveys, newsletters and other support activities including analysis
- d. Provide impeccable customer service to help to maintain 95% membership retention rate
- e. Ensure onboarding and training of members to leverage the resources of WEConnect International and ensure optimum usage of WECommunity or other tools that help bring buyers and suppliers together to conduct business
- f. Maintain account records in Salesforce

2. Membership Recruitment and Development

- a. Contribute to the growth of the membership base by supporting them with programs and materials to recommend WEConnect International to other potential members primarily through their own networks
- b. Leverage your own network to contribute to the membership and funding pipeline
- c. Identify new sources of membership and funding to generate leads for the business development team and when possible, support proposals and outreach and help close on opportunities.

3. Organizational Support and Development

- a. Support the work of Regional Directors and regional, market members to ensure consistent delivery of membership value proposition.
- b. Help identify and support new funding opportunities, grants and contributions for the growth and impact of WEConnect International
- c. Support the work of WEConnect International in supporting organizations on membership development and sustainability of its global network

- d. Coordinate and manage communications with annual member renewals and invoicing process

About us: WEConnect International, a member-led global non-profit, helps women-owned businesses access and succeed in global value chains. WEConnect International has, since 2009, provided business education, certification, and business connections to companies based outside the United States that are at least 51 percent owned, managed, and controlled by one or more women. WEConnect International corporate members represent over \$1 trillion in annual purchasing power and are true pioneers in inclusive sourcing and global supplier development. www.WEConnectInternational.org

Core Values and Culture: As we continue to grow our impact, WEConnect International will attract and hold accountable members, partners, staff and stakeholders based on these core values, which help to define our culture, brand and operational strategies.

- Embrace Diversity and Inclusion to Unleash Potential
- Demonstrate Passion for Women's Economic Empowerment
- Make a Positive Difference in the World
- Deliver Stakeholder Value
- Exemplify Integrity in Everything We Do
- Pursue Teamwork with a Shared Vision and Purpose
- Embrace Openness, Trust and Candid Communication

Key Qualifications

- 2+ years of supplier diversity and inclusion management experience
- Minimum of 3 years in private industry
- Experience with building professional relationships
- Knowledgeable about supply chain systems and processes
- Ability to deliver presentations to a wide variety of audiences
- Excellent written and oral communication skills
- A 'self-starter' with excellent motivating skills, enthusiasm and vision
- Sound judgment and ability to work with multiple levels of an organization
- Comfortable in a fast-paced environment and able to travel as needed
- Familiar with Salesforce, Microsoft Office, Survey Monkey or other similar tools

How to Apply: Qualified candidates must submit a resume, three references, a cover letter and salary requirements to jobs@WEConnectInternational.org. Please note that documents need to be received in PDF form.

Application Subject Line: Membership Account Manager_YOURNAME

No phone calls, please. We regret that we are unable to respond to individual inquiries about the position.

WEConnect International is an Equal Opportunity Employer. All aspects of employment will be based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.