

Membership Development Officer

London, Greater London (Hybrid)

£30,000 - £35,000 per year DOE

Full-time

Permanent

Job description

Join Our Team: Membership Development Officer at the Royal African Society

About the Role:

In the role of Membership Development Officer, you will be instrumental in growing and cultivating our membership base, overseeing membership administration, and improving our digital footprint. This diverse position demands an independent initiator with a keen interest in Africa and robust administrative and interpersonal abilities..

Main Responsibilities:

- **Membership Administration (50%):**
- Process new membership applications across various categories.
- Respond to inquiries and manage member communications.
- Maintain accurate membership records and manage payments.
- Send subscription reminders and handle resignations.
- **Membership Promotion and Events (25%):**
- Actively promote membership through events and collaborations.
- Coordinate merchandise for festivals and external events.
- Utilize Mailchimp to advertise member benefits and events.
- **Website and Marketing Support (15%):**
- Collaborate with the website team to update membership pages.
- Use Mailchimp to communicate membership benefits and promotions.
- Design print materials and merchandise using Canva.
- **Other Duties (10%):**
- Engage with the RAS Digital Communications Manager to promote membership.
- Support the Events Manager with membership-related tasks.

Person Specification:

We are seeking candidates with the following qualifications:

- At least five years of experience in a comparable role.
- A strong commitment to the objectives of the Royal African Society.

- Robust interpersonal and organizational abilities.
- Skilled in Microsoft Office, CRM databases, and web development.
- Background in membership management and outreach.
- Competence in utilizing Mailchimp and Canva for marketing purposes.
- Outstanding communication skills, both verbal and written.
- An entrepreneurial spirit and innovative thinking.
- A deep dedication to the principles of the Royal African Society.

Apply Now:

If you're eager to make an impact and contribute to our dynamic community, we're excited to consider your application. Kindly submit your CV and a cover letter detailing your qualifications for the position. Take this opportunity to become part of our mission to amplify Africa's varied voices and stories.

Compensation & Benefits:

- Position: Full-Time, 37.5 hours per week, Monday to Friday
- Reporting to: Corporate Relations Manager
- Salary: £30,000 - £35,000, dependent on experience
- Holiday: 27 days plus bank holidays

Location: Remote and onsite working at the Royal African Society offices at SOAS, London, WC1H 0XG, as well as RAS public events and festivals.

About the Royal African Society:

The Royal African Society (RAS) is a membership organisation dedicated to fostering connections, celebrating cultures, and engaging critically with Africa's diverse narratives. Through a myriad of events, publications, and digital platforms, we facilitate dialogue and understanding between the UK and Africa, amplifying African voices and interests globally.

****Please note the successful candidate for the position will be subject to an enhanced DBS check****