



Uniting Citizens to Conserve, Protect and Enhance Michigan's Natural Resources and Outdoor Heritage
PO Box 30235 Lansing, MI 48909 | 800.777.6720 P | www.mucc.org

Position: Membership and Events Coordinator

Location: Lansing, MI

Mission: Founded in 1937, Michigan United Conservation Clubs (MUCC) is the largest statewide conservation organization in the nation. Our mission is to unite citizens to conserve, protect and enhance Michigan's natural resources and outdoor heritage.

Organizational Values:

- Fosters a conservation stewardship ethic in the public
- Protects the rights of the public to hunt, fish, trap and recreate outdoors
- Encourages the public to connect to our resources through active recreation
- Advocates for sustainable conservation practices and resource stewardship through sound scientific management.

Full-Time, Flexible Hours - \$43,000-50,000 annual salary

Reports to: Development Director

Job Goals:

- Fosters a conservation stewardship ethic in the public through engagement with our 200+ affiliated clubs.
- Creates a sense of connection and belonging between affiliate clubs and MUCC as the parent organization.
- Enable MUCC to be more engaged with club affiliations.
- Assists with developing a culture of charitable giving within MUCC's membership
- Plan and implement a successful annual convention where membership gathers for business and celebration.

Job Overview:

Management and oversight of the organization's club membership process, major events and fundraising.

Responsibilities include but are not limited to:**Administration:**

- Prioritize MUCC's club relationships
- Enter club roster data into Neon (organizational database)
- Import membership data
- Update club affiliation maps
- Implement a club affiliation packet
- Send and process dues renewal reminders
- Assist member relations coordinator with Club sign-up for TRACKS/MOOD Magazine
- Manage oversight of MUCC/Club charitable gaming relationship

Outreach Work:

- Promote MUCC club membership with the public.
- Work directly with club representatives to keep clubs up to date with affiliation
- Periodically attend MUCC and club meetings, outdoor shows, outreach events to promote the benefits of club membership within MUCC.

Fundraising and Special Events:

- Assist with fundraising, raffle license application and reporting, and special events
- Coordination of the planning and implementation of MUCC's Annual Convention
- Manage notification and shipping of prizes to winners, including background checks on firearm winners

Office- Completion of daily tasks

- Answering office phones and monitoring emails
- Assistance with mailing and fundraising efforts
- Retrieving and shipping club membership mailings
- All other duties as assigned

Minimum Education

An Associate's Degree in a related field of hospitality, event planning, business, communications or marketing is preferred. May consider a high school diploma with at least 4 years of relevant work experience.

Minimum Experience

- Written communication skills (technical and persuasive); public speaking;
- Basic Microsoft Office (Word/Excel/PPT); telephone skills; internet research.
- Website and social media familiarity
- Event planning experience desired
- Ability to handle multiple priorities
- Ability to work as part of a team
- 1st aid/CPR certified, or willingness to become certified
- Knowledge of hunting, fishing and conservation or willingness to learn

Miscellaneous:

Must have a reliable form of transportation including insurance and driver's license.

Must have reliable high-speed internet if working from home is desired. Maximum 2 days per week after a probationary period of 2 months, unless exceptions are granted by direct supervisor.

MUCC is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit and business need.

Minimum Physical Expectations of this position:

1. Physical activity that always requires keyboarding, sitting, phone work and filing.
2. Physical activity that often requires extensive time working on a computer.
3. Physical activity that sometimes requires travel – car and/or air.
4. Physical activity that sometimes requires lifting under 25 lbs
5. Physical activity that sometimes requires bending, stooping, reaching, climbing, kneeling and/or twisting when filing

MUCC Offers:

A starting salary in the range of \$43,000-50,000 depending upon your qualifications and experience. An excellent package of health (high deductible with HSA), vision and dental insurance. Participation in a TIAA-Cref 403b retirement plan. A generous leave and time off policy that includes major holidays, the

week between Christmas and New Year's Day, and most Fridays off from the 1st of July through Labor Day.

Please Submit Cover Letter, Resume and three references to Deputy Director Shaun McKeon at smckeon@mucc.org.

Posting will be posted until filled.