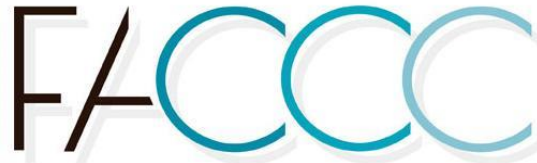


FACULTY ASSOCIATION OF



CALIFORNIA COMMUNITY COLLEGES

## **Membership Director**

### **Organization Profile:**

FACCC, the Faculty Association of California Community Colleges, is a 66 year-old statewide professional membership association, headquartered in Sacramento just four short blocks from the Capitol. We employ a small talented team to help develop and implement an ambitious agenda for the faculty of the California Community Colleges. Our employees thrive on commitment, hard work, reliability, multi-tasking, problem solving, creativity, and collaboration (not to mention good humor).

### **The Position:**

The Membership Director is responsible for developing membership material, marketing FACCC, meeting with local faculty members and promoting FACCC through the community college system. Additionally, the Membership Director shall develop working relationships with faculty leaders across the state to promote FACCC membership and engage faculty members in legislative/political mobilization. This position staffs the Membership & Leadership Committee and plays a crucial role in fostering FACCC activism.

Beyond these core tasks, the Membership Director will have an integral role with the following responsibilities:

- Website Maintenance and Updates
- Weekly and Journal Publications
- Database Management and Upgrades
- Facilitating FACCC elections

The Membership Director works directly for the Executive Director who shall serve as his/her supervisor. The Executive Director may also designate assignments necessary to the association, but outside of the membership arena. This is a professional at-will position requiring independent judgment.

Candidates for the Membership Director position must possess the following necessary experience/skills:

- Recruiting
- Communicating complex information
- Administrative
- Marketing
- Successful Organizing

Candidates must be self-starters, able to work both independently and in teams. He/she must be able to speak clearly, write effectively, manage a budget, and be flexible with travel. Weekends are occasionally required.

**Compensation:**

Salary: \$65k - \$70k inclusive of monthly cash stipend in lieu of health benefits depending on experience. Employer-side retirement contribution on a vesting schedule begins after first year. Employer provided parking and term life insurance policy.

**Selection Process:**

We will keep the position open until filled. All interview and relocation expenses are borne exclusively by the applicant.

Our selection process will include:

- Resume screening
- Telephone conversation seeking basic information on skills
- First interview, serving as a “meet and greet”
- Second interview to involve writing, proofreading, editing, and testimony
- Reference checking
- Third interview which includes volunteer leaders

- Final discussion about terms of employment

#### GETTING STARTED

1. Submit the following by e-mail to [FACCCresumes@gmail.com](mailto:FACCCresumes@gmail.com):
2. Cover letter summarizing your qualifications and explaining your interest in the position
3. Resume providing academic and work history
4. Writing sample
5. If you live outside the Sacramento vicinity, please explain your interest in moving here and when you plan to do so.
6. Three references

We are incredibly busy and will respond only to those applicants who have submitted all requested items. Please do not call. Communication will be handled electronically or by mail.

While electronic communication is preferred, we will accept the requested information by mail  
c/o: Executive Director, 1823 11th Street, Sacramento, CA 95811.

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