



TEXAS OIL & GAS ASSOCIATION | SINCE 1919

Membership Coordinator

JOB OBJECTIVE: Membership Coordinator administers the Association's Membership Department with a focus of active recruitment, retention, and member benefits.

DUTIES AND RESPONSIBILITIES:

MEMBER DUES AND BUDGET ACTIVITIES

- Direct and manage the billing of all annual dues. Upon receipt of budgeted dues amount, determine Formula dues based on previously collected volume information from member companies and prior year payments by other member categories. Oversee the annual preparation and mailing of dues invoices for all dues categories.
- Monitor and provide monthly reports regarding outstanding invoices and establish protocols to coordinate and communicate with dues payers to ensure members are in good standing.
- Reconcile members in good standing and insurance eligibility requirements with appropriate personnel.
- Develop, promote and manage the agency sponsorships for events and activities and work with events, finance and management to ensure value, funding and costs are meeting goals and expectations.
- Maintain, review and ensure association and membership compliance to the bylaws of the Association.
- Manage non-dues revenue programs internally and with third-party entities contracted with the Association. Lead the development of new non-dues revenue programs

MEMBER PROMOTION/RETENTION/OUTREACH

- Maintain an active prospective member file for solicitation of new Association members. Promote the Association's membership in all categories.
- Maintain dropped and delinquent member files for use in re-establishing current status for dropped accounts.
- Membership evaluation. Seek input and communication with member companies regarding membership tier and utilization of benefits and evaluate member satisfaction on an ongoing basis.
- Coordinate with both TXOGA PAC, Texas Oil and Gas Insurance Agency, Inc. and other Association affiliates to analyze and assess membership involvement and interest.
- Establish and implement a strategic plan for membership recruitment and retention.
- Represent and coordinate representation of the Association at various trades shows and other external events.

MEMBER SERVICES

- Administer the digital record keeping of member accounts containing financial and historical information and oversee the maintenance of any hardcopy records maintained in files.
- Serve as the primary membership database manager for the Association. Keep informed of industry personnel changes of Association members, direct the acknowledgement of changes and supervise documentation on Association records.
- Maintain all committee lists, manage committee changes, and reconcile Association committee lists with committee chair records.
- Maintain relationships and contacts with other state and national associations.
- Inform members and other industry personnel by personal contact, and other means, of the Association's work and value to the industry.

- Update annually and direct the design, production and printing of membership brochure and other membership promotional and maintenance materials.
- Work with various TXOGA personnel and TXOGA Affiliates to maximize and promote member benefits in a manner to add value to the membership and to TXOGA.

EVENT COORDINATION

- Manage coordination of logistics for Association Board meetings. Work in partnership with the Events Coordinator and association officers to determine acceptable meeting sites and event communications.
- Work with events personnel and association staff to provide support in the registration, promotion and pricing of events to ensure consistency and provides return on investment for attendees and the association.
- Coordinate with events personnel to aid in proper staffing, planning and execution of major events.
- . Ensure timely communications, agendas and meeting materials are developed and assist in ensuring proper documentation of board and committee activities.

COORDINATE WITH COMMUNICATIONS TEAM TO

- Maintain and update the Association’s website, www.TXOGA.ORG
- Respond to queries for information about the industry, business in general, or the Association.
- Assist the Association President and Board Secretary in the drafting of communications to the Association’s membership on specific issues and subjects.
- Create biographies of Distinguished Service Award recipients and speakers and write and edit program notes for the Chairman and President of the Association as part of meeting responsibilities.
- Research, write and edit the Distinguished Service Award presentation.
- Produce Distinguished Service Award video presentation.
- Establish speakers and program for the annual Forum and other events.

BOARD & ASSOCIATION SUPPORT

- Assist the Chairman, President, Chief of Staff and Board Secretary with communications to the Board, plan and execute Board and Board related meetings.
- Assist the Corporate Secretary in maintaining Board minutes and other corporate records associated with Board actions.
- Identify and ensure Board candidates meet the requirements of the bylaws.
- Execute any other actions as needed/requested by the Board.
- Serve as the repository for Association historical information and records.

OTHER

- Coordinate with other departments on various special projects and disbursements of workload among administrative support staff.
- Perform other responsibilities as assigned.

MINIMUM QUALIFICATIONS

- Graduation from a four-year college or university
- A minimum of 5 years experience in business development, sales, and/or trade associations

PREFERRED QUALIFICATIONS

- Proficient with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Office 365) and database management
- Basic knowledge of the oil and natural gas industry and its regulatory agencies

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work quickly under deadlines
- Ability to motivate a team and work well in a team-centric environment

- Ability to visualize long-term goals and develop short-term objectives to meet those goals
- Strong written, verbal, and interpersonal communication
- Self-motivated

BENEFITS

- Competitive pay and benefits package including but not limited to employer contribution to 401k plan, health, dental, vision and life insurance.
- Salary commensurate with experience.

HOW TO APPLY

- Please email your resume and cover letter to HR@txoga.org.
- Subject line: TXOGA Director of Membership