Vacancy: Membership Executive, The Institute for Turnaround

We are looking for an engaging and proactive individual to join us as Membership Executive.

The Institute for Turnaround (The IFT) is the UK’s leading membership organisation for turnaround experts. Our members and corporate partner organisations **help underperforming businesses avoid unnecessary insolvencies. IFT members preserve jobs and livelihoods, uphold local industries, protect economic value and strengthen public service organisations.**

The ideal candidate will be educated to degree level or equivalent. You will have experience in membership or staff recruitment or a similar discipline, with strong engagement and organizational skills. Key role objectives include:

* To lead the recruitment of members including development of a marketing plan, pipeline, audience development
* To be responsible for the management and administration of membership accreditation
* To lead on member engagement, identifying key messaging and understanding members’ needs and priorities to inform delivery
* To ensure a thorough understanding of member skills and associated development of our CRM
* To plan and coordinate membership committee meetings including minuting, managing actions
* To manage resource requests
* The manage the annual membership renewal process
* To collaborate with colleagues on the development of corporate partnerships and events

Salary: £30,000 - £35,000 (dependent on experience)

35-hour week with flexible working as required.

A mixture of remote and office-based working in London (Near Bank Station)

**Skills Required:**

* Experience of membership recruitment, project management or recruitment
* Ability to work independently, driving forward recruitment campaigns and projects using your own initiative
* Persuasive, credible, comfortable in dealing with senior company executives
* Ability to build and maintain constructive relationships with members and volunteers
* Ability to understand the turnaround sector and new developments
* Excellent written and verbal communication skills, able to adapt style to varied audiences
* Ability to plan towards agreed objectives
* Strong research skills
* Competent administrator, comfortable using standard office software.

**Application:** Submit CV and a short covering letter to info@the-ift.com

No agencies please.

**Closing date: 9th September 2024**