

Executive Director, Renewd North America Job Description

Renewd.net is the free open community of professionals dedicated to sharing best-in-class practices for increasing subscriptions, building communities, and enhancing live and virtual events.

Job Brief

Renewd is seeking a full-time Executive Director to work with the board, volunteers, and other professionals in the organization to ensure successful management of the Renewd North America membership community.

Responsibilities

- New and renewal sales for North America premium and partner members, including prospecting, outreach, sales calls, and sales administration (tracking and reporting on sales efforts weekly, fulfilling all partner/sponsor deliverables) and managing new member onboarding and engagement
- Manage and maintain paid member database
- Lead, coordinate, and manage all marketing and communication efforts and proofread marketing materials; supervise the maintenance of marketing calendar and supervise all marketing resources including part-time contractors and volunteers
- Supervise the maintenance of the email marketing database (including monthly review of new data to ensure proper entry)
- Manage the website (coordinate with developer to set up landing pages, registration pages, and other pages as needed; test and troubleshoot pages/functionality as needed; etc)
- Supervise and coordinate all programming logistics for Renewd North America (calendar, speaker coordination, writing materials for programming you've sold or initiated, coordinate marketing on programming others are leading, posting and sending recording afterwards)
- Coordinate the annual Summit (venue logistics and contract negotiations, on-site management at the event, speaker coordination pre-event, communications with attendees, assist the Summit committee as needed, track and report on registrations, etc)
- Coordinate the annual Leadership Retreat (venue logistics and contract negotiations, on-site management at the event, communications with attendees, coordinate with Retreat programming committee, track and report on registrations, etc)
- Coordinate with Renewd Europe leadership and staff on communications, marketing, programming and membership recruitment
- Serve as the point person for strategic partnerships
- Such other needs as may arise

Compensation

- This is an independent contractor role with an annual compensation of \$100,000.

To apply, send your resume to support@renewd.net. To learn more about Renewd, visit www.renewd.net.