

Job Description

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| Job Title: | Membership Executive | Location: | Home based with the requirement to attend meetings and events. |
| Reporting to: | Business & Events Manager | | |
| Hours: | Full-time, some flexibility possible with a minimum of 30 hours per week. Flexible working to a regular mutually agreed weekly pattern. | | |
| Remuneration: | £27,000 GBP per annum | | |

Purpose of the Job:

- This position is to lead the membership growth of the association. Reporting to the Business & Events manager, working to identify, contact and encourage new prospect members to join the association.
- To learn about all aspects of the association and become a knowledgeable part of the team.
- To market the Association to existing and new prospect members.
- To support the Business & Events manager with event coordination.

Main Duties and Responsibilities:

- Proactively research new prospective members to grow our database.
- Actively contact and encourage prospects to grow the membership in line with agreed KPI's.
- To join the membership engagement working group comprised of our non-executive directors to co-ordinate and drive group initiatives.
- Design and manage marketing mailshots to new prospects and existing members.
- Update and maintain the membership records in the company CRM system.
- Coordinate PR material with the ACA PR company.
- Support the Business & Events Manager as required with the production of The ACA's events, exhibitions, visits and training days.
- Attend association events to support setup, coordination and pack up.
- Answering and managing the association telephone calls (remotely) at the request of the Business & Events Manager.

Skills and Attributes:

- Sales experience with the ability to "pitch and close"
- Excellent written and verbal communication skills
- Good IT capabilities with a knowledge of Microsoft Word, XL, PowerPoint
- Able to prioritise work
- Display a flexible attitude
- Precise and accurate data entry, with an attention to detail
- A self-motivated and focused approach to work
- An understanding and interest in aviation will be a benefit but not a requirement.

About the ACA:

The Air Charter Association, founded in 1949, is the leading worldwide trade association for companies and individuals engaged in aircraft charter.

Our members maintain the highest standards of conduct and professionalism in the aviation market. We support our members with expert guidance on compliance and best practice, offer bespoke training and unrivalled business networking events, and work closely with aviation regulators and government bodies on key industry issues.

What we provide:

- Joining a small but motivated & dedicated team running a fast-growing global association
- Flexible working
- Collaborative home working using Microsoft Teams
- Training and aviation industry experience