

MEMBER RECRUITMENT COORDINATOR

Columbus office

With a membership of nearly 200 districts and schools nationwide, EdLeader21, a network of Battelle for Kids, is committed to empowering and supporting education leaders in the design and implementation of 21st century education systems that ensure all students master the 4Cs (critical thinking, communication, collaboration, and creativity).

Battelle for Kids is a national not-for-profit organization committed to collaborating with school systems and communities to realize the power and promise of 21st century learning for every student. Our team of experienced educators alongside communications, technology, and business professionals innovates and partners with school systems to offer an educational experience that prepares all students to develop the knowledge, skills, and mindsets necessary to thrive in an ever-changing world. Our approach involves the entire school community—educators in partnership with students, parents, businesses, and others—to ensure sustainable impact in schools.

General Position Summary

The Member Recruitment Coordinator is a full-time position supporting the member recruitment, engagement, and retention efforts of EdLeader21. The primary function of the Member Recruitment Coordinator is to coordinate and implement the day-to-day membership recruitment activities of the organization.

Key Responsibilities

Member Recruitment

- Implement all sales related activities, including assisting in the development of a pipeline of potential members, following through on inquiries, conducting tours of the EdLeader21 member community website, and supporting the closing of sales.
- Maintain member databases (Sugar CRM and Salesforce) and daily sales activities, including pipeline development and leads closure.
- Provide weekly reporting on sales objectives and goals.
- Monitor overall sales pipeline and make recommendations to the EdLeader21 Team if/when changes are needed to meet goals.



General

- Assist with developing a strategic sales and renewal plan.
- Work with COO to reconcile financial tracking of membership.
- Collaborate with the team to develop membership marketing and promotional materials.
- Provide a high level of customer service to prospective, new, and existing members.
- Support the needs of the EdLeader21 Leadership Team, as required.
- Perform other duties, as assigned.

Qualifications

- Bachelor's degree and two years of inside sales or sales support experience. Any equivalent combination of education and experience considered.
- Must excel at meeting and talking with prospective members, building rapport, and closing sales in a professional manner.
- Creative in developing new strategies and methods for member recruitment.
- Preferred knowledge of K–12 education sector
- Strong skills in process management, database management, customer service, and project management with the ability to work independently and part of a team.
- Strong ability to prioritize multiple tasks and meet deadlines.
- High-level proficiency in Google business apps and MS Office Suite; able to navigate the internet proficiently. Sugar CRM and Salesforce proficiency a plus.
- Exceptional work ethic and ability to self-start are essential.
- Excellent written and oral communication skills.
- Exceptional organizational skills and meticulous attention to detail.
- Ability to work efficiently and collaboratively with a cooperative spirit in a team environment.
- Ability to manage multiple complex projects to deadline and budget.
- Demonstrates initiative; requires little supervision; seeks opportunities for new assignments and responsibilities; and reliably meets deadlines.
- Committed to maintaining confidentiality and exhibiting mature judgment.

Travel

This position requires travel several times per year.

Battelle for Kids and EdLeader21 offer a competitive salary that is commensurate with experience. Benefits include: 401(k), medical, dental, life, ST/LT disability, paid vacation and paid holidays. E-mail cover letter, resume, and references to Resumes@BattelleforKids.org. **No phone calls please.**