



**Position:** Full time - Membership Manager - Non-Profit

**Location:** Los Angeles, CA

**Company Background:** CALL is a national non-profit organization dedicated to the growth and spiritual formation of Latino leaders of this country in their knowledge and understanding of the Catholic faith. Rooted in our love of Christ and the Catholic Church, CALL grows and fosters Latino missionary disciples, strengthening the fabric of our society, forming leaders for the Church and world.

**About the Position:** The primary responsibility for the membership manager is to assist our members to grow as disciples of Christ. While the membership manager's responsibility is to recruit new members for CALL and retain current members, it is important for the membership manager to recognize that the crux of the ministry takes place in the formation of our members. The membership manager will serve our members by helping them grow as disciples through programs such as: spiritual mentorship, professional mentorship, retreats, small groups, and online and in-person programming in our formation academy. An excellent candidate will live the Catholic faith in his/her daily life, balance a Catholic theological background with pastoral skills, and have strong communication, organization, and planning skills. Since CALL is a national organization, this position does require travel (20% National Travel, 80% Southern California).

**Reports to:** Executive Director

**Examples of Key Responsibilities:**

- Create, execute, and evaluate events such as, but not limited to:
  - Encounter Retreat & Missionary Discipleship Retreat. This includes follow up from the retreats, which include small groups.
  - Spiritual Direction program for all members.
  - Professional Mentorship Program for CALL Young Professionals.
  - Creating content for our online and in-person Formation Academy.
  - As a team we will all be planning larger events such as a national conference, pilgrimages, and fundraising events.
- Member cultivation and creating a community within the members.
- Follow up with members and collect the membership dues.
- Update the member database with accurate information.
- Update the member website portal to engage members.
- Must act as a resource to members.
- Develop process and execute the New Member Orientation strategy.
- Attend weekend and or evening events.
- Promote the organizations to various companies and individuals, seeking opportunities for collaboration and membership growth (i.e. Tepeyac Leadership Institute, FOCUS, parishes, colleges).

**Qualifications:**

- Bachelor's Degree in Catholic theology or related field preferred.
- Strong public speaker.
- Ability to converse and pursue potential members.
- Strong organizational skills.
- Experience with membership software such as DonorPerfect.
- 2+ years of experience is preferred but not required.
- Ability to travel to meet the needs of the organization.
- Must be a practicing Catholic, have an understanding of formation of disciples, and have a personal commitment to spiritual enrichment.
- Excellent customer service orientation and focus on customer satisfaction required.

Please submit your resume and cover letter to: [administration@call-usa.org](mailto:administration@call-usa.org)