Manager, Member Relations

The Texas Association of Business (TAB) serves as the Texas State Chamber, representing companies of every size and industry. TAB’s purpose is to champion the best business climate in the world, unleashing the power of free enterprise to enhance lives for generations. The State Chamber achieves that purpose through advocacy and events that amplify the voice of businesses across our state.

TAB is seeking a self-motivated leader to manage and grow our member portfolio. This position offers a unique opportunity to build upon the elite network of businesses of all sizes and industries that make up the membership of our association. Members include the C-Suite of top fortune 500 companies as well as small businesses that contribute to the unique pro-business climate that makes Texas the best place in the world to conduct business. This position will report directly to the SVP of Policy and Advocacy.

This position is fulltime, with most days spent in the office with occasional remote work.

Primary Responsibilities:

- Work with the policy team to determine new membership opportunities.
- Manage current member expectations, recruit new members, and provide concierge level service to existing and new members.
- Ensure members are placed on appropriate policy committees and coalitions.
- Follow up with members throughout their tenure to make sure they are satisfied with their investment and participating at the engagement level they prefer.
- Promote further investment and engagement.
- Invoice and collect payment for new members and existing members.
- Manage external contract staff within membership department.
- Implement a strategic outcome-based membership recruitment plan with measurable performance indicators.
- Work with policy team to determine what issues are important to business and what companies would benefit from specific policy and political engagement.
- Maintain the membership data base through WebLink.

Skills and Qualifications:

- General policy knowledge or experience
- Consistent, constant attention to member’s needs and the ability to understand how the Texas Association of Business can complement the member’s goals and success in Texas.
- Extremely organized and detail-oriented
- Superb communication skills & passionate about business and the Texas economy
- Comfortable making decisions
- Strong leadership skills
- Self-starter, proactive, and personally motivated
- Task completer and problem solver

Employees can expect to be paid a salary of approximately $64,000 to $74,000. Other benefits include health care, vision, dental, retirement, PTO, sick leave, etc.

Please email resume to Megan Mauro (mmauro@txbiz.org) to apply.