

Engineers Club of Philadelphia Development Director Position Description and Duties

Engineers Club is looking for a part-time Development Director to help us plan and execute events, grow our membership and work with our affiliates to support the mission of the ECP!

Background Information on the Engineers Club of Philadelphia

The Engineers Club of Philadelphia (ECP) is a 143 year old membership organization dedicated to the support and benefit of the engineering community of the greater Delaware Valley (www.engrclub.org). Our goal is to be of service to engineers of all disciplines and those interested in engineering. We interact with the Philadelphia area engineering community through events that the ECP sponsors and manages and through support of the events of engineering related affiliate organizations.

ECP's mission is presently 100% met through the time and effort of an all-volunteer board, a cadre of volunteer members and part time support for financial oversight and day-of event support. Our mission depends on creating and sustaining an outward projection of activity within our volunteer committees as they plan and execute these five core ECP Activities:

- 1) Our Annual Meeting and election general meeting, held in June of each year
- 2) Our annual Golf scholarship fund raising event, held in October of each year
- 3) The balloting and selection of the Delaware Valley Engineer of the Year (EOY) and Young Engineer of the Year (YEOY), a sequence of events taking place in autumn each year
- 4) The Multi-Society Meeting, an event intended to provide all Engineering societies in Philadelphia a Holiday Season program with a topic of broad engineering interest during the period between Thanksgiving and Christmas of each year.
- 5) Act as the lead organization for the Philadelphia area celebration of "Engineers Week" in February of each year, typically involving a kick-off banquet and a Young Engineers Social along with support of other events. Assist in the solicitation of fundraising and donations for financial and sponsorship support of Engineers Week through communication with potential and past donors and follow-up communication as necessary.

ECP has recognized that our strength is in the work we do with the many local chapters of national discipline specific organizations who have chapters located in Philadelphia. We refer to these organizations as "Affiliates", of which ECP currently identifies 36 organizations in Philadelphia.

ECP members can be:

- 1) Individual persons who pay for individual memberships
- 2) Corporate members whose employer pays dues at one of three levels to secure their participation as a member
- 3) Agency partner members whose employer is a publicly funded agency who pays a lower rate than a corporate members
- 4) A retiree or student who pays a reduced cost membership

Development Director Duties (DD) and Responsibilities

The ECP has recognized that it will benefit from the services of a Development Director, a part time position intended to provide the “outward facing” support for the organization for the purpose of planning and organizing our events, interfacing with affiliates and maintaining the profile of the organization through web site content updates, and social media interactivity. As such we anticipate that the DD will have the following duties and responsibilities:

- Develop and maintain relationships with the leadership of each of our affiliate organizations in order to engage with their programming and look for opportunities to co-sponsor and co-organize event that support the growth and health of both the affiliate and the ECP.
- Maintain up to date and fresh content and information on our web site, and our social media outlets related to our events and the events of our affiliate organizations.
- Assist the Board in the planning and organization of the five core activities each year, working with the ECP Board committees responsible for setting up programming. This will include interaction with venues for space needs and meal planning and the coordination with outside groups participating or supporting the events.
- Identification and acquisition of potential program leaders, talent and presenters for ECP meetings.
- The creation and transmission of communication with our members, assisting the ECP Board volunteers with the preparation and transmittal of regular E-mail based news letters and other ad hoc communications as needed.
- Assist with the recruitment of members by establishing beneficial communications with existing corporate and agency partner members and work to increase participation of these members in ECP and affiliate organization meetings.
- Work to recruit new organizations to become Corporate and Agency Partner members of ECP
- Interact with Educational community including universities, schools and non-profit organizations.
- Some local travel may be needed on an occasional basis to ECP and other events and conferences and will be reimbursed per current year GSA guidelines.
- Participate with and interact with the ECP Board, including personally attending ECP Board meetings which take place in center city Philadelphia an average of once per month, each lasting about 2 hours.
- Will have freedom to execute development within a prescribed budget and plan.
- Pursue grant funding as appropriate and upon approval of the Board.
- Willingness to respond to those who initiate communications with the club in order to insure timely response to inquiries and general business communications,
- Reports to the President of the ECP.

It is anticipated that this position will initially involve a commitment of 20 hours per week. There is no specific office, so most work will be done from home and in center city Philadelphia during Board meetings and events. ECP will establish an hourly rate of compensation for these services. It is anticipated that the work of the DD will increase the level of participation in the club by its current members as well as outsiders who will be encouraged to become members. It is expected that goals will

be set for membership and event participation yields that if met or exceeded, will result in additional compensation to the DD.

The DD should have the following background, experience and qualifications:

- A bachelors degree in Communications, English or a field that emphasizes superior written, graphic and verbal communications,
- Good organizational skills and ability to track and support events for multiple events and programs simultaneously,
- At least 5 years of work experience in a role involving communications, membership development, program and event planning and execution, recruitment or another field requiring extensive interaction with members and the public,
- An interest in Science, Technology, Engineering and Math (STEM) and a willingness to work with people from various engineering and technical disciplines, ideally experience working with engineers through previous employment or family connection.
- Demonstrated skill in creating and managing web site and social media content, ideally for a club or organization. Examples of the work product will be reviewed.
- An outgoing personality and an interest in communicating with a wide variety of professional level people.
- A strong network of business and professional connections in Philadelphia area technical, industrial, higher education or engineering communities would be a plus.

If you are interested in this position, please send your resume to president@engrclub.org