

University Club of Chicago

Director of Membership
University Club of Chicago
Chicago, IL
ucco.com

Send Nominations or Cover Letter and Resume to:

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The Opportunity:

The University Club of Chicago is one of the city's oldest and most enduring institutions. The Club offers its members a vibrant environment that celebrates education, excellence, and community. For over a century, the Club has provided a home-away-from-home for its thousands of members. While the pandemic has presented challenges within the Club, its leadership is taking the opportunity to re-energize, reinvigorate, and rethink the member experience. One of these initiatives is to create a new team, the Culture and Community Division, of which the Membership Department will be a critical component.

Members are the Club's cornerstone, and this role is charged with working with current and prospective members to deepen and expand the Club's reach. The ideal candidate will have outstanding strategic and relationship-building skills and be motivated by establishing and shaping a solid membership community.



Overview

The University Club is a private members' club committed to fostering an appreciation of literature and the arts. It is member-owned, Board-driven, and proud to provide a space where members can explore many intellectual and cultural pursuits. College or university graduation remains the essential requirement for membership, and nearly every business and profession is represented within its diverse network of members.

History

It began over a century ago when a small group of university graduates gathered together to establish a meeting place of their own. The State of Illinois granted them a charter in 1887. Their goal was simple — to foster an appreciation of literature and the arts and create an environment where they, their guests, and all future members could draw upon the sustaining values of a common educational experience.



The founders represented a variety of higher education institutions, bringing together unique backgrounds and interests. Among these founding members were Cyrus Hall McCormick Jr., President of International Harvester; Frederic Clay Bartlett, an avant-garde painter and art collector; and William Eliot Furness, an abolitionist credited with creating one of the Union Army’s first regiments of formerly enslaved persons.

In 1906 the present property became available, and the Club made plans to move to its final (and current) home at 76 E. Monroe Street, just as Michigan Avenue was becoming a central cultural hub for Chicago. As vanguards of the Chicago School of Architecture, members and architects William Holabird and Martin Roche presented designs for the new Clubhouse. Although the members had been expecting designs in the style of the adjacent Gage buildings, which Holabird and Roche also designed, the pair returned with a shocking Gothic “skyscraper.” Their design became the first of its kind, and the completed building was occupied by the membership on April 3, 1909.

The Role

Reporting to the Head of Culture and Community, the Director of Membership is a dynamic, self-motivated, and detail-oriented individual with strong communication and interpersonal skills. They are responsible for leading the Club’s membership recruitment and retention efforts by developing and executing effective marketing, sales, and stewardship strategy. This position is an essential member of the management team and is dedicated to fostering strong ties between the Club and its membership and advancing the Club’s position within the local community. The Director of Membership is responsible for identifying and successfully recruiting member prospects to the Club. They will lead a team to plan, coordinate, and support all departmental projects; engagement, onboarding, and retention efforts; and analytics research.

Responsibilities

- Design and direct the Club’s membership program, aligned with the overall goals of the Club.
- Lead the overall vision, strategic planning, management, and execution of a member engagement and recruitment program focused on developing and strengthening short- and long-term meaningful relationships with both prospective and current members.

- Provide leadership in evaluating and recommending systems and structures to build and maintain an impactful and growing membership engagement and recruitment program.
- Provide strategic oversight of the team's functions that develop, implement, and administer relationship management and prospect research systems.
- Promote and ensure data integrity and timeliness of reporting for strategic decision-making purposes.
- Implement a creative and systematic approach to member engagement and recruitment, both in-person and online.
- Oversee the Membership Department and its staff.
- Play a leadership role in working with key internal partners who interact with members to establish an integrated approach and optimize member engagement with the Club.
- Coordinate with the Communication and Programs Departments to provide content and to empower member communication and outreach efforts.
- Cultivate opportunities for members to communicate and connect.
- Provide strategic business intelligence such as reports, research materials, and member data to inform senior Club leadership in their decision making.
- Build, sustain, and encourage productive relationships internally across departments and Club governance.

Knowledge, Skills, and Abilities

- Thorough knowledge of membership-driven organizations.
- Knowledge of methods and procedures for building effective membership networks.
- A proven track record of building and nurturing professional relationships, including vendors, corporate partners, high-level speakers and leaders, etc.
- Expert-level writing, researching, and general communication skills.
- Diplomacy and an ability to interface with Club leadership, key stakeholders, and membership.
- Ability to articulate organizational objectives and development goals.
- Ability to exercise independent judgment and initiatives to meet established deadlines, goals, and objectives.
- Skill in creating a supportive work environment where new ideas are solicited, evaluated, and implemented.
- Comprehensive software skills including PowerPoint, Word, Excel, Outlook, and others, with an aptitude to learn new technologies.
- Experience working in a CRM-driven sales or fundraising environment.

Qualifications

- Bachelor's degree required. Master's degree preferred.
- Seven or more years of relationship-building, communications, development, alumni, and other relevant experience within the nonprofit sector.
- Three or more years of experience managing staff.
- Demonstrated knowledge and expertise in process analysis and project management and a demonstrated ability to share these with others through mentoring and collaboration.

- Experience working successfully with institutional leaders, including senior management, governance, and staff.

Background Checks:

Prior to submitting your resume for this position, please read it over for accuracy. Lindauer does verify academic credentials for its candidates, and our clients frequently conduct background checks prior to finalizing an offer.

**To learn more, call
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or send nominations or cover letter and resume to
wlaraz@LindauerGlobal.com.
All inquiries will be held in confidence.**



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