



Texas and Southwestern Cattle Raisers Association

1301 W. SEVENTH ST. ★ SUITE 201 ★ FORT WORTH, TEXAS 76102-2665  
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## POSITION DESCRIPTION

### COORDINATOR OF MEMBERSHIP OPERATIONS

#### **SUMMARY OF JOB RESPONSIBILITIES**

The Coordinator of Member Operations has the primary responsibility for supporting association membership operations, primarily through renewal and recruitment processes to existing and prospective members. This position is responsible for maintaining accounts receivable for the association services department, assisting with registration for the Cattle Raisers Convention and Board Meetings, and assisting with fulfillment of TSCRA merchandise orders.

#### **ESSENTIAL JOB FUNCTIONS**

##### Accounts Receivable:

- Manage membership services records and process payments and credits for the association services area, including but not limited to:
  - Membership renewals
  - New memberships
  - Sponsorships
  - Event registrations
  - Expo booth sales
  - Merchandise
  - Miscellaneous payments
- Assist members with payment inquiries

##### Membership Activities:

- Mail or email monthly renewal notices
- Update member profile information
- Create new membership accounts
- Document membership activity at TSCRA events
- Manage monthly mailings to TSCRA staff and leadership
- Assist members with membership questions
- Monthly phone calls to expired members

##### Merchandise:

- Process gate sign orders
- Maintain inventory and report inventory adjustments
- Reorder additional merchandise when needed

##### Event Registration:

- Maintain events in membership database
- Register attendees for events, including entry of payment information and preferences
- Assist with on-site registration for convention or other events

## **OTHER JOB FUNCTIONS**

Participate in the planning, execution and follow-up on the following annual events:

- Cattle Raisers Convention
- Cattle Raisers Expo
- Summer and Fall Board Meetings

This position description is intended to describe the general nature and work responsibilities of the position. This position description and the duties of this position are subject to change, modification and addition as deemed necessary by the TSCRA. Employees are required to comply with supervisory instructions and perform other job duties, responsibilities and assignments requested by executives, managers and other TSCRA officials. **This position description does not constitute an employment contract between the TSCRA and the employee.**

## **REPORTING RELATIONSHIP**

Reports directly to the Director of Membership Operations.

## **REQUIREMENTS**

- Must be able to be based in the TSCRA office in Fort Worth, Texas.
- Must be able to work during customary work day/work week.

## **QUALIFICATIONS**

- Experience working with accounts receivable across multiple lines of business.
- Exceptional communication and organizational skills.
- Experience working with commonly used computer hardware and software packages.

## **JOB STATUS**

Non-Exempt

## **COMPENSATION BASIS**

Hourly