



**THE ARMY AND NAVY CLUB**  
ON FARRAGUT SQUARE

The Army and Navy Club is a private, not-for-profit, Five Star Platinum Club in the heart of Washington, DC. Our membership is comprised of active and retired military officers from all branches of our Armed Forces, along with civilian members.

**Classification:** Full-Time | **FLSA Status:** Exempt | **Department:** Membership

**STATEMENT OF EXPECTATIONS**

The Membership and Marketing Department is seeking a **Membership and Communications Manager** to be the face of the Club. The Army and Navy Club is seen as a home away from home for its 5800 members. The ideal candidate for this position will be able to make all who walk through the doors feel welcome and be willing to go above and beyond for our members. This position will be expected to write, at minimum, quarterly articles for the Club's monthly magazine. *Please submit a brief writing sample with resumé.*

*The objective of this position is to build membership and brand awareness.* Knowledge of, and experience with, military culture is strongly preferred. This position will require some travel outside of the office in the DMV area as well as working some nights and weekends.

**Primary duties and responsibilities:**

- Must be able develop sales plan to generate list of prospective members through research & professional net-working.
- Achieve and exceed membership objectives.
- Clearly articulate to prospects the ANC's history and member benefits through presentations and one-on-one meetings.
- Must be adept at forming and sustaining relationships with prospects and existing members.
- Collaborate and work as a team with the Marketing Manager and department director.
- Plan, direct and coordinate membership sales support events and activities.
- Record all targeted prospective member contacts and engagement opportunities.
- Be the POC for the Membership Committee, attend committee meetings and take meeting minutes. May work with other committees and Board on an as needed basis.
- Ensure membership collateral is available to prospective members at all times.
- Responsible for inputting new members into Jonas database and relays billing info to accounting in a timely manner to ensure new memberships start on schedule.

**Qualifications:**

- Is friendly, approachable, enthusiastic with a professional appearance.
- Will have a minimum of 3 years of sales experience.
- Outstanding written and verbal communications skills are a must.
- Strong organizational and presentation skills.
- Solid history of quota achievement.
- Knowledge and understanding of military culture.
- Self-motivated, creative, flexible and thrives on building relationships
- Solid history of quota achievement
- Team player with outgoing personality and a good sense of humor.
- Reliable, personal mode of transportation.
- Bachelor's degree in business, marketing/communications, public relations or other related fields preferred.

We offer a very competitive salary and generous bonus structure in addition to an excellent benefits package. Complimentary employee meals, auto allowance and parking are provided.

The Army and Navy Club  
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**Equal Opportunity Employer | Drug-Free | Criminal Background Checks will be conducted**