

Job Opening



Manager, Membership Engagement & New Initiatives

Unique opportunity to work in a highly dynamic environment
focused on transatlantic business activities

This position a great opportunity for someone with broad knowledge of the EU & US relationship, related economic issues and the transatlantic business environment, to apply that experience in support of our trans-Atlantic business activities and to hone your skills on an international parquet. The position has the potential to grow along with the organisation's national and international expansion campaign and as we open offices across the US and within Europe.

Responsibilities

The objective of the position is to ensure that the EACC-NY lives up to its mission to stimulate transatlantic trade & business development, and to facilitate networking and relationships between European and American businesses and professional organizations.

Concrete the position will be focusing on member engagement and actively assist with member development. You will be working closely with the Executive Director, our Director Programs & Communication and you will be involved in day-to-day operations and ensure that EACC engages in a consistent and meaningful dialog with our members. You will get to know our members, their business, understand their challenges and help them make the most of their membership.

You will have two main focus areas, Member engagement and managing related member initiatives, each of those approximately take up a half of your time each. Apart from your main focus areas you will be responsible for a variety of administrative task as needed.

Membership Liaison & Development

- Get to know the organizations represented within our membership, the people behind the organization and their business needs and work with the rest of them on how we can assist them accomplishing their goals
- Development and execute a plan to maximize member engagement incl. progress/result/ROI analysis
- Engage with our members on a daily basis: assist with inquiries, questions and concerns
- Research and select relevant transatlantic news, member & chapter/partner related news as well as member events and update them on the EACC website
- Select relevant content and produce monthly e-newsletter
- Take ownership and manage select EACC initiatives; Those include but aren't limited to our podcast series and member generated thought leadership articles
- In coordination with the Executive Director develop & execute a member development and retention strategy and assist outreach identified member prospects
- Day-to-day hands-on responsibility for member & chapter related updates/announcements on digital marketing platforms (mainly twitter and linkedin)
- Update member profiles, Manage member & prospect database (online and off line)
- Help implement and develop CRM database

Qualifications

You have proven and in-depth knowledge and understanding of business issues related to Europe and the US.

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You have a strong interest in transatlantic relations, understand our work and the business & needs of our members. You are multi-lingual, have a strong business acumen and prior professional experience in a related environment, and ideally worked in a membership based organization or a non-profit environment in a similar role.

You are highly motivated, proactive self-starter, result oriented and organized. You are resourceful, analytical and competent, and have the ability to prioritize and getting the job done in a timely manner.

You have strong organizational and administrative skills; You are effective as a team member as you will be working with the Executive Director and Director Programs & Communication as well as a number of volunteers and part time staffers. You thrive in a complex and senior level environment with shifting priorities.

You have a strong sense for customer service and you are able to judge what is relevant for our organization and its members and you embrace what the day brings. The job requires that you are flexible with time since some of our events are held early morning or in the evening.

Further you have the opportunity, with diplomacy, to interact with people from different cultures and organizational levels and you are not afraid of engaging.

Ideal Candidate Profile:

Team Player; Motivated Self Starter; Problem Solver; Highly Organized & Analytical; Lots of Drive & Energy; Detail & Result Oriented; International Background or Exposure; Focused; Multi-Lingual (fluent in English plus one EU language), Quick Learner & Good Communicator; great Networking & Relationship Building Skills).

Necessary Expertise:

Knowledge about US & EU Political & Business Environment; Exposure to Non-Profit/For-Profit Work Environment; Project Management; Prior Experience with CRM Software; basic knowledge of Marketing & Communications, incl. demonstrated Experience in Online platforms (Email Marketing, Website Content Management such as word press or other CMS System, basic Search Engine Optimization (SEO); Advanced Microsoft Office Skills; Video editing skills (Powerdirector)

Practicalities

Experience Required: This is a career starting role w/2-3 years of job experience;

Salary rage based on experience.

Work permit: **Existing US work-permit is required!** *Place of work:* Midtown, Manhattan (in-person)

Interested?

If you would like to take up the challenge please e-mail your motivation letter and resume to ybr@eaccny.com

European American Chamber of Commerce – New York.

The EACC is a network of transatlantic business executives with a combined membership of about 750 member companies in Europe and the US. Together with its 8 sister chapters EACC reaches over 10,000 executives in the US and across Europe.

Our audience is comprised of major organizations in the financial services, legal area, media, professional services/consulting industry, retail, tourism and other business sectors represented in the Tri-State area.

We also work with renown international organisations, such as the United Nations, The Worldbank, European Central Bank, IMF, OECD to name a few.

For further information about EACC-NY please see our web-site: <http://www.eaccny.com>. If specific questions please contact Executive Director Yvonne Bendinger-Rothschild. Your application will be treated confidentially.