

EDUCATION MINNESOTA
Position Description



POSITION TITLE: Membership Data Supervisor
JOB POSTING#: 2025-01
DEPARTMENT: Membership Department
IMMEDIATE SUPERVISOR: Chief Financial Officer
EMPLOYEE GROUP: Associate Executive Staff (AES)
LOCATION: Headquarters
PROBATIONARY PERIOD: 6 Months
FLSA STATUS: Non-Exempt
HOURS: Full Time

POSITION SUMMARY:

Under the direction of the Chief Financial Officer, the Membership Data Supervisor directs and coordinates the operation of the Membership Department, which is comprised of 5 staff. The membership data supervisor directs the use of comprehensive online membership databases; provides for the standardized collection, processing and strategic use of Education Minnesota's membership data, which includes more than 80,000 members and billings in excess of \$50M.

Education Minnesota is a member-led labor union that has identified racial equity and social justice as primary organizational goals. All staff are expected to participate, individually and collectively, in ongoing training, discussions, and activities to advance these goals.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Create and maintain membership databases with the American Federation of Teachers, the National Education Association for Education Minnesota's E-12 locals, higher education locals, aspiring educators, retired membership, including reserve membership, and substitute membership.
- Supervise the review, interpretation, organization and processing of membership applications and rosters.
- Supervise, train and mentor the staff within the membership department and the membership related job aspects of the field office professional staff.
- Assure that accounts receivable and payments are appropriately processed and reconciled for each affiliate.
- Direct the processing of local option rebates and local eDues.
- Process transmittal of national dues to the American Federation of Teachers and the National Education Association and reconcile.
- Assure and implement a process for collecting past-due membership dues from locals.
- Prepare reports including monthly and annual membership reports, funds receivable reports, and assist in calculating the annual dues structure.
- Assure and implement the creation of custom reports including membership/leadership extracts, rosters, and labels for all affiliates, utilizing the membership database reporting system.
- Prepare written membership processing documentation and written/verbal assistance and training, for staff and leaders regarding membership processing and dues accounting.

- Provide training to leaders, members and staff on membership processing on the web-based membership database system
- Maintain and troubleshoot membership software programs including IMS, NEA360, Join Now, the NEA billing portal and ePay.
- Help coordinate, integrate and use membership and political data effectively.
- Assess membership processing systems, recommend adjustments based on the assessment, and support implementation of membership processing on an annual cycle.
- Coordinate the review and revision of the annual active membership application, review and revise membership applications for student, reserve, and substitute affiliates.
- Assist in the advancement of racial equity initiatives within the organization.
- Provide back-up support to other staff and/or reception relief as directed.
- Perform routine office duties and other job-related duties as assigned. Some after-hours work (evenings and weekends) and occasional travel with overnight stays may be required.
- Maintain confidential information as applicable.
- Other duties as assigned by management.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Ability to carry out directives, follow through projects, administer programs, problem solve and make decisions and work independently with minimal supervision in accomplishing objectives, goals, and meeting numerous deadlines.
- Ability to work independently; anticipate, plan and prioritize work; work efficiently under pressure on multiple projects with close attention to detail; use good judgment regarding members/leaders/staff questions and concerns on a confidential basis.
- membership and financial data.
- Ability to understand and effectively carry out complex oral and written directives.
- Ability to prepare written correspondence and procedures.
- Ability to perform under the pressure of a heavy workload and tight deadlines.
- Ability to coordinate and manage functions of a fast-paced office.
- Ability to establish and maintain effective working relationships with leaders, members and staff.
- Capacity to assess, strategize, and communicate effective data practices.
- Knowledge of accounting functions and reconciliation procedures.
- Attention to detail and accuracy with the ability to follow protocols for processing
- Proficiency in MS Office applications of Excel, Word, Outlook, Access and PowerPoint.
- Excellent verbal and written communication skills.

MINIMUM QUALIFICATIONS:

- High school diploma or GED.
- Three (3) years' experience in accounting, membership processing or related field.
- Intermediate level proficiency in MS Office Suite of products; an emphasis on Excel and Access database and relational database concepts preferred.

PREFERRED QUALIFICATIONS:

- Associate or bachelor's degree in business or related field.
- Three (3) years' recent supervisory experience.

OTHER REQUIREMENTS:

- Some travel with overnights stays.

- Possible evening and weekend work may be required.

WORK ENVIRONMENT:

Works in a general office environment. This position will interact with employees, vendors, members, and the public on a somewhat regular basis. These interactions require judgment and discretion that can involve confidential information, private information and some disagreeable human interactions.

PHYSICAL DEMANDS:

Work is in a general office environment. Employee is required to: talk and hear; frequently sit, stand, walk, and repetitively use hands dexterously (use fingers to handle, feel), reach with hands and arms, bend and physically, lift and carry up to 10 pounds; occasionally lift up to 75 pounds and infrequently travel by various conveyances (e.g., air, rail, auto).

CONFIDENTIAL INFORMATION:

Maintain confidential information related to the organization, members and potential members, and staff.

STARTING SALARY RANGE:

The general hiring range is within the first four steps of the salary schedule: \$77,994 - \$87,115; placement depends on qualifications and previous experience.

BENEFITS:

Education Minnesota offers a competitive benefits package including:

- Medical, vision, and voluntary pet insurance.
- Employer paid dental coverage, life and AD&D insurance, LTC, LTD, and annual HRA contribution (if enrolled in our medical plan).
- Generous paid time off, including 16 paid holidays, vacation days, sick leave days, and personal days.
- 16 hours of School and Community Outreach.
- Tuition reimbursement, up to \$1,500 per year.
- Generous 401(k) matching program with employer contributions.
- Employer sponsored pension, after vesting period.
- Employee Assistance Program (EAP).

EDUCATION MINNESOTA IS AN EQUAL OPPORTUNITY EMPLOYER

Education Minnesota is an Equal Opportunity Employer committed to providing an inclusive environment of mutual respect where diversity is valued, supported, and celebrated to benefit applicants, employees, members, and students. Discrimination of any kind is prohibited. All employment decisions are based on qualifications, merit, job requirements and business needs. Education Minnesota strongly encourages women, BIPOC individuals, LGBTQ+ individuals, people with disabilities, immigrants, and veterans to apply.

POSTING DEADLINE: For best consideration, apply online and include a resume, no later than midnight of **Sunday, February 16, 2025**.

Please click this link to apply:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=faa82ad6-58ce-4071-80c8-3e481e725e0a&ccId=19000101_000001&jobId=523404&source=CC2&lang=en_US