



International Association of Fire Chiefs

8251 Greensboro Drive, Suite 650 • McLean, VA 22102
Tel: 703.273.0911 • IAFC.org

TITLE OF POSITION:	Membership Recruiter Specialist
POSITION TYPE:	Hybrid, travel 30%
DEPARTMENT OR OFFICE:	Member Services
SUPERVISOR'S TITLE:	Membership Director
FLSA STATUS:	Full-time Exempt

Company Description

The International Association of Fire Chiefs (IAFC) has represented the leadership of over 1.2 million firefighters and emergency responders since 1873. IAFC members are globally recognized leaders in firefighting, emergency medical services, terrorism response, hazardous materials management, disaster recovery, and public safety legislation. The organization's mission is to provide leadership, education, resources, and representation to empower emergency service professionals worldwide. IAFC fosters innovation, collaboration, and professionalism within the emergency response community.

JOB SUMMARY: An Association Membership Recruiter Specialist drives growth by attracting and engaging new members through targeted outreach, developing strategic recruitment campaigns, representing the association at events, and collaborating with internal teams to align recruitment with retention efforts. This role requires strong communication, strategic thinking, and data analysis skills to identify growth opportunities and effectively promote the value of membership to potential members.

JOB DESCRIPTION:

- Develop and Implement member recruitment and retention strategies: Create and execute plans to identify and recruit new members, often by targeting specific geographic areas, technology sectors, or industries.
- Campaign Management: Lead creative marketing and communication campaigns to promote association membership and its benefits.
- Event Representation: Attend and staff the association's booth at trade shows, conferences, and other events to conduct in-person recruiting and networking.
- Prospective Member Outreach: Conduct outreach to identify, contact, and follow up with potential members to convert them into paying members.
- Maintain accurate membership records in the association management system
- Monitor and analyze membership trends, demographics, and participation levels
- Coordinate annual elections, assist in liaison tasks to membership committees
- Support membership operations



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Education: Bachelor's degree from a four-year college or university, or equivalent experience, and/or fire department experience.

Knowledge, Skills, and Abilities:

- Excellent verbal, written and oral communication skills, fluent in English.
- Strong skills in using Microsoft Office suite, basic knowledge of web-based content management systems, and virtual meeting platforms such as Microsoft Teams, social media platforms, ZOOM, and other relevant software.
- Analytical self-starter with thorough attention to detail and with the ability to organize, prioritize, and manage multiple projects/deadlines simultaneously.
- Strong interpersonal skills and the ability to communicate complex concepts at all levels.
- The ability to collaborate with peer team members, leadership, and external stakeholders professionally, and the willingness to take initiative.
- Ability to work independently with moderate direction and work well in collaborative, diverse, virtual, and in-person settings.
- Ability to work in an environment of rapidly changing priorities and meet deadlines.
- Work closely with other membership staff, the communications department, and senior leadership to integrate recruitment efforts with member retention and overall association goals.
- Educate and inform prospects about the value, benefits, and opportunities available through association membership.
- Conduct outreach to identify, contact, and follow up with potential members to convert them into paying members.
- Manage and utilize membership database systems to track prospects, update contact information, and generate reports on membership metrics.
- Experience using Salesforce for data management, reporting, and progress tracking.

Relevant Experience:

- Experience working virtually and in-person with a hybrid team.
- Minimum of 3-5 years of experience in non-profit membership development.
- Strong understanding of membership recruitment, retention, and engagement strategies.
- Ability to think strategically and develop comprehensive plans to meet membership growth goals.
- Strong attention to detail, ability to multitask, and manage various aspects of the recruitment process.
- Familiarity with operations in emergency response or member-based



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association settings.

- A demonstrated commitment to the association's mission and the industry it serves, allowing for effective advocacy.

Working Conditions

- This position may be based at IAFC offices with hybrid flexibility as approved.
- Standard business hours with additional hours required during peak planning periods and onsite events.
- Travel is required to support IAFC events, including FRI and other conferences.
- Ability to stand for extended periods and lift light to moderate equipment when onsite.

Why Join IAFC

IAFC offers the opportunity to support mission-driven events that serve the fire and emergency services community. This role plays a critical part in delivering professional, high-impact experiences for IAFC members, partners, and stakeholders across the globe.

Please apply on LinkedIn at <https://www.linkedin.com/jobs/view/4375089012>