



MEMBERSHIP SERVICES DIRECTOR

The Arkansas Automobile Dealers Association (AADA) is searching for a dynamic individual to join our team as **Membership Services Director**. The **Membership Services Director** serves as a key representative of AADA within the dealer community working to foster member engagement through a variety of communication and administrative roles.

This is a full-time position with a healthy work culture, competitive salary, and excellent benefits.

AADA was founded to represent the interests of Arkansas's franchised new car and truck dealers. During its history, AADA has been led by many quality dealers, each one a pillar in their community. These leaders paved the way for the association to become one of the most respected trade organizations in the state and an important asset for the automotive industry.

Currently, there are over 220 franchise dealers in the state. They each play a vital role in maintaining Arkansas's economic growth by supporting thousands of jobs and generating millions in tax revenue. Arkansas's franchised dealers are also some of the most philanthropic businesses in their local communities, supporting social and fraternal organizations, schools, and charities.

The key responsibilities of the Membership Services Director:

- **Member Engagement:**
 - Maintain AADA membership database;
 - Work with Allied partners;
 - Lead role in coordinating AADA events including board meetings, regional meetings, issue specific webinars, and annual convention; and,
 - Develop and assemble event, meeting, and conference materials.
- **Communication Support:**
 - Manage and distribute all electronic updates;
 - Coordinate the content for the annual Directory and quarterly Magazine;
 - Assist in maintaining the website content; and,
 - Manage social media platforms.
- **Administrative Support:**
 - Manage and promote AADA form service; and,
 - Assist with general office related, administrative items.
- **Other Duties as Assigned.**

Required Job Qualifications:

- Bachelor's degree **OR** equivalent;
- Professional written and verbal communication skills;
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications; and,
- Organizational skills.

Ideal Job Qualifications:

- Experience in, and knowledge of social media and website administration;
- Some Graphic design experience;
- Enjoys communications and social media projects; and,
- Two (2) or more years of relevant experience.

AADA is an equal opportunity employer.

To Apply:

Please submit a cover letter detailing the unique strengths and talents you would bring to this position and resume to Greg Kirkpatrick: [**greg@arkautodealers.com**](mailto:greg@arkautodealers.com).