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Title: Membership Manager

Reports to: Executive Vice President

Exempt/Non-Exempt Status: Exempt

Status: Full-time

Location: Hybrid/ Denver, Colorado

About the Position:

The Colorado Cattlemen's Association (CCA) is seeking a proactive, sales and customer service-focused Membership Manager to grow membership and strengthen connections with Colorado's cattle producers.

This position leads membership recruitment and retention, manages relationships with local affiliates, and delivers clear, timely, relevant updates that help members stay engaged with CCA. This role works closely with the CCA staff to align membership priorities with advocacy, events, and organizational strategy.

About Colorado Cattlemen's Association

CCA is a member-based organization that represents Colorado's cattle producers and serves as a united voice for the state's beef industry. Through advocacy in legislative and regulatory arenas at the state and federal levels, CCA works to protect private property rights, sustain working lands, and support the economic viability of cattle production. Additionally, CCA provides members with education, resources, industry updates, and opportunities to connect with fellow producers and policymakers. Its grassroots structure allows members to guide association policy and priorities.

Founded in 1867, nine years before Colorado was a state, CCA has worked for generations to advance cattle producers' interests and strengthen Colorado's agricultural communities. CCA represents producers across all 64 Colorado counties, with members including cow/calf producers, stockers, cattle feeders, and allied industry partners. Rooted in a longstanding commitment to responsible stewardship and producer leadership, CCA works to ensure Colorado's beef industry and ranching heritage remain strong for future generations.

Core Responsibilities

Membership Recruitment & Retention

- Serve as the primary liaison to current, prospective, and affiliate members, providing responsive service and communicating the value of CCA membership.
- Develop and execute quarterly membership recruitment and retention plans with measurable goals.
- Regularly communicate with members through phone calls, emails, and in-person conversations to execute recruitment and retention goals.
- Identify prospective members, conduct outreach, and follow up to turn interest into membership.
- Manage membership renewal processing, including member onboarding, membership status communications, and ongoing engagement efforts
- Maintain accurate membership records in CCA's customer relationship management system and provide regular updates on membership trends and progress.

- Maintain current member benefits with CCA's business partners and identify potential benefit opportunities
- Take initiative to personally reach out, answer questions, share relevant updates, and help members stay connected to CCA.
- Provide guidance for issues management and/or membership-related questions, elevating matters to additional staff members when necessary.

Affiliate & Junior Member Programs

- Build and maintain strong relationships with local cattlemen's affiliates and support their connection to CCA
- Ensure affiliate officer contacts, meeting and event information, and affiliate membership dues records are up to date.
- Support affiliate communications and engagement initiatives
- Coordinate Junior Colorado Cattlemen's (JCCA) membership, programming, communications, and scholarship activities.

Membership Messaging

- Review membership-related communication materials prior to distribution to ensure accuracy, clarity, and relevance to members.
- Generate member-focused content for association publications
- Coordinate closely with Marketing & Communications staff to ensure consistent execution across all channels
- Escalate policy-sensitive, high-risk messaging and financial matters to the EVP for review and approval

Events & Team Support

- Manage pre-event registration, tracking, and set-up
- Lead onsite membership engagement and registration operations
- Attend and support event preparations for CCA's Annual Convention, Mid-Winter Conference, and other events throughout the year.
- Represent CCA at affiliate meetings and industry events
- Maintain accurate records, protect confidential information, and follow established organizational policies and approval processes
- Collaborate effectively while maintaining clear ownership of assigned responsibilities and deadlines.
- Perform other duties as assigned to support CCA's mission and priorities.

Qualifications

- Experience in membership recruitment, relationship management, customer service, business development, sales, or a related field is encouraged.
- Comfort initiating phone calls, building relationships, and following up with prospective and current members
- Strong relationship-building, writing, and verbal communication skills
- Proficient in Microsoft Office (Word, Excel, and PowerPoint) and Google Suite
- A background in agriculture or familiarity with the cattle industry or trade associations is preferred
- A bachelor's degree in a related field is preferred; relevant experience will also be considered.

Work Schedule & Travel

CCA's regular work schedule is Monday through Friday, 8:00 a.m. to 5:00 p.m. This full-time position is based in Denver and offers a hybrid work schedule, with additional in-office time required during the weeks leading

up to CCA's Annual Convention and Mid-Winter Conference. The work schedule will be coordinated with the Executive Vice President based on association needs.

Attendance and overnight travel are required for CCA's Annual Convention, Mid-Winter Conference, and offsite Board Meetings. Additional travel may include affiliate meetings and industry events. Some responsibilities require early morning, evening, and weekend work.

Salary: \$50,000-60,000 (Commensurate with experience)

Benefits:

- Health, Dental & Vision Insurance: 100% employer-paid coverage
- Retirement: Eligibility to participate in CCA's SIMPLE IRA after six months of employment, with an employer match of up to 3% of eligible compensation.
- Paid Vacation: 10 days of paid vacation annually, available after six months of employment, administered according to CCA's Vacation policy.

How to apply: Submit a cover letter and resume to info@coloradocattle.org.

Application review will begin October 30th. The position will remain open until filled.