

Director of Membership (Part-Time or Full-Time)

Well-Read Mom | Crosby, MN (On-Site)

Position Overview

Well-Read Mom is seeking a mission-driven Director of Membership. Under the leadership of the Executive Director, the Director of Membership develops, implements, and executes strategies to recruit, support, retain, and increase satisfaction and engagement of all members. This position integrates relational leadership with operational excellence—overseeing member care, leader development, onboarding systems, and membership data analysis to strengthen and expand our national community.

Key Responsibilities

- Develop and implement strategies to increase member engagement, retention, and growth
- Design and improve onboarding experiences for new members and group leaders
- Train and support group leaders, fostering healthy and dynamic small group experiences
- Provide guidance on group dynamics, engagement challenges, and leader development
- Manage and analyze membership data (CRM), tracking trends and informing strategy
- Generate regular reports on engagement, retention, and growth metrics
- Collaborate on member communications, content, and programming
- Assist in the planning, coordination, and execution of organizational events and initiatives as directed by the Executive Director

Qualifications

- Bachelor's degree required
- Experience in membership, community building, nonprofit leadership, or similar field
- Experience with small groups, volunteer leadership, or community engagement
- Strong relational and communication skills
- Experience with data analysis and CRM systems
- Highly organized with strong strategic and systems-thinking ability
- Practicing Catholic aligned with the mission of Well-Read Mom
- Passion for literature, faith, and building meaningful community

Work Environment and Location:

This position can be part-time or full-time (depending on candidate and organizational needs) is based in our Crosby, Minnesota office and requires the candidate to work on-site. We believe in the power of face-to-face interactions to foster team collaboration, community engagement, and deep, meaningful conversations central to our mission. As such, the Director of Membership will play a crucial role in our day-to-day operations and community activities, necessitating their physical presence in the office. While we value flexibility, this role is not eligible for remote work arrangements.

How to Apply: Interested candidates should submit a resume, three references, and a cover letter outlining their experience, why they feel they are a good fit for this role, and how they align with the mission of Well-Read Mom to nicole@wellreadmom.com.

Application Deadline: April 30, 2026