



## **Expansion Specialist**

Be part of a passionate team and rapidly growing organization! National Charity League, Inc. (NCL, Inc.) is a non-profit philanthropic membership organization that fosters mother-daughter relationships through community service, leadership development and cultural experiences. After more than 50 years, more than 235 NCL, Inc. Chapters now flourish in 26 states with 63,000 Members.

NCL, Inc. is looking for a Full-Time Expansion Specialist to manage organizational growth through direct oversight of new Chapter development. This includes providing ongoing resources, guidance, and support to all aspects of the expansion process. Working with the Director of Membership, the Expansion Specialist will ensure the NCL, Inc. Mission is understood and embraced by new Chapters. This is a full-time position based in Costa Mesa, CA.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Expansion Specialist is responsible for performing the following roles for new Chapter development:

- Managing Leads / Business Development
- Market Analysis
- Support Volunteer Field Team
- Support New Chapters

The job duties, include but are not limited to, the following:

- Implement all aspects of the Expansion Program.
- Conduct demographic and statistical research to assess, analyze and qualify areas for new chapter development.

## **SKILLS AND ABILITIES:**

- Strong experience managing multiple projects with competing priorities
- Strong customer service principles
- Strong critical thinking and analytical skills
- Strong interpersonal skills
- Great attention to detail
- Adapts easily to change
- Ability to multi-task
- Excellent verbal and written communication skills
- Ability to develop realistic program targets and use statistical and demographic data to



direct long-range and short-term program planning

- Professional experience engaging a volunteer workforce to achieve mission goals a plus
- Computer and Internet proficiency with MS Word, Excel, PowerPoint, Outlook
- Understanding of regulations for a non-profit organization, highly desired, but not required

### **EDUCATION AND EXPERIENCE:**

The ideal candidate will have:

- Bachelor's degree in Business Administration or closely related field
- Three years of strong Project Management experience
- Three years of directly related experience managing a membership organization and expansion programs
- Or the equivalent combination of education and experience

Some travel may be required. Other duties as assigned by management.

Interested candidates should submit a cover letter and resume to: [careers@ncloonline.org](mailto:careers@ncloonline.org)

**Please note:** This job posting is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.