



Volunteer name		Position title	<i>DFC Member Outreach Director</i>
Direct supervisor	<i>Sarah Ward</i>	Position title	<i>Executive Director</i>

Doctors for Change mission
<i>Doctors for Change works to increase access to care and improve the health of all Houstonians and all Texans through research, education, collaboration, and advocacy.</i>
Project or position
<i>The DFC Membership Outreach Director leads the agency's efforts to engage members and increase member satisfaction.</i>
Tasks
<ul style="list-style-type: none"> • <i>Lead the membership engagement efforts</i> • <i>Collaborate with the DFC Program Manager to utilize social media and communication strategies to engage members</i> • <i>Assist in the planning and promotion of biannual membership meetings</i> • <i>Regularly survey membership satisfaction</i> • <i>Make yearly recommendations for membership engagement at the DFC Leadership Retreat</i> • <i>Reach across DFCs programs and events to encourage membership and identify other opportunities to get involved</i> • <i>Assist in creating/updating member orientation</i> • <i>Guide recommendations to incentivize membership</i> • <i>Provide monthly updates in writing or in person to the Executive Director</i>
Skills

- *Demonstrated ability to engage members and passionately talk about DFC*
- *Ability to solicit feedback and collect data*
- *Punctuality and reliability*

Schedule

The Membership Outreach Director schedule requires attending two to three meetings per month to collaborate with the organization and attending membership events to engage with members and solicit feedback.

Training and supervision

DFC provides an orientation for all new volunteers along with monthly supervision and check-ins with the Executive Director for feedback and organizational engagement. All Leadership Volunteers will participate in an annual review to determine successes and opportunities for development. The annual review will provide Leadership Volunteers the opportunity to develop their role and the DFC support structure.

Volunteer and management agreement and signatures

This volunteer job description has been approved by the volunteer and all appropriate management staff.

Volunteer signature		Date	
Direct supervisor signature		Date	