Membership and Events Manager

October 2026 | Full time, exempt | Reports to the Executive Director

Position Description

Buildings and transportation are responsible for approximately two-thirds of overall greenhouse gas emissions worldwide. The Southeast Energy Efficiency Alliance (SEEA) seeks a Membership and Events Manager to grow the network of utilities, companies, governments, and nonprofits that makes SEEA's work possible, and to turn SEEA's convenings into reliable revenue.

SEEA operates as a network. Our members and event sponsors fund the convenings where regulators, utilities, manufacturers, and implementers solve the region's hardest energy problems together. The Membership and Events Manager owns the systems that move an organization from prospect to new member to active, renewing partner, and leads event sponsorship and operations for the Southeast Energy Summit and the Annual Member Meeting.

Reporting to the Executive Director, the Membership and Events Manager works as a peer to SEEA's Communications and Events team and partners closely with program staff, finance, and leads the Board Membership Committee.

Core Responsibilities

Sponsorship and Event Revenue

SEEA's events are where the network meets. The Membership and Events Manager will:

- Set and achieve annual sponsorship and registration revenue targets for the Southeast Energy Summit, the Annual Member Meeting, and other SEEA events such as webinars or local meetups.
- Build sponsorship packages that articulate clear value for utilities, manufacturers, and service providers, and close new and repeat sponsors.
- Track event budgets, forecast revenue, and report results to the Executive Director and finance.

Events and Engagement

SEEA convenes the people who shape energy decisions across the Southeast. The Membership and Events Manager will:

- Lead the Annual Member Meeting from start to finish, including the planning timeline, agenda, invitations, registration, logistics, member experience, and post-event follow-up.
- Serve as the operational lead for the Southeast Energy Summit, coordinating vendors, staff content owners, and communications support while leading the team to source and coordinate content and speakers.
- Collect participant feedback and attendance data, and use it to improve each event and prove its value to sponsors.

Membership Operations

A reliable membership system lets SEEA spend its time on relationships instead of spreadsheets. The Membership and Events Manager will:

- Own Salesforce membership data quality, including contacts, affiliations, membership status, and billing information.
- Build and maintain automated workflows for new-member onboarding, renewals, and routine member maintenance.
- Coordinate with finance on membership invoices, payments, and reconciliation.
- Produce regular membership and sponsorship reports that flag at-risk members and gaps in the pipeline.

Member Experience and Retention

Members renew when they see what SEEA does for them. The Membership and Events Manager will:

- Manage a book of member accounts through the full membership lifecycle, from onboarding through renewal.
- Design a consistent onboarding experience so new members connect to SEEA's work within their first 90 days.
- Execute member communications, including renewal notices, onboarding messages, and member newsletters, within SEEA's communications strategy and brand framework.
- Monitor member participation, identify opportunities for deeper engagement, and flag retention risks early to the Executive Director or relationship owner.

Membership Growth

SEEA's membership strategy targets steady growth in the organizations that shape the region's energy future. The Membership and Events Manager will:

- Manage the new-member pipeline in Salesforce so qualified prospects never fall through the cracks.
- Re-engage past member organizations and close entry-level membership tiers and renewals independently.
- Qualify and hand off strategic, upper-tier opportunities to the Executive Director, and support those relationships through close.
- Staff the Board Membership Committee and coordinate board involvement in member outreach.

Accountabilities

- Sponsorship and event revenue against annual targets.
- Member retention and growth, including annual renewal rates and new members recruited from SEEA's strategic target list.
- Accurate, current membership data in Salesforce.
- Event and membership budget management and forecasting.
- Member and sponsor satisfaction and relationship growth.

Qualifications

If you are excited about this role but do not meet every single criterion, we encourage you to apply anyway. Research shows that individuals from historically marginalized groups tend to self-select out of opportunities at higher rates. We take a comprehensive approach to hiring and want to hire those best aligned with our mission and goals.

Required on day one

- Proven success selling event sponsorships, memberships, or comparable organizational accounts against a revenue target.
- Experience managing a book of organizational accounts through renewal, including spotting at-risk accounts early and acting to retain them.
- Hands-on Salesforce experience, including maintaining clean data and building onboarding, renewal, or account-maintenance flows.
- Experience using AI tools such as Microsoft Copilot or Claude to automate repeatable work like member communications, data cleanup, or event logistics, with sound judgment about when output needs human review.
- Bachelor's degree or equivalent experience, and at least three years of experience in sales, membership, development, or account management with demonstrated advancement.

Helpful, and learnable on the job

- Experience planning conferences or large convenings, including venues, vendors, registration, and run of show.
- Interest in SEEA's mission matters more than prior energy experience.
- Supervisory or work-direction experience with peers, contractors, or event vendors.
- Facilitation design

How you work

- Highly organized, managing multiple priorities and deadlines across events, renewals, and pipeline work without dropping commitments.
- Design and facilitate productive meetings with members, sponsors, and board committees.
- Connect your work to SEEA's revenue goals and communicate tradeoffs clearly.
- Give and receive feedback directly, and use it to grow.
- Willing to grow in new areas of expertise and learn by doing

Classification and Compensation

This is a full-time, exempt salaried position. This position is based in one of SEEA's member states and requires travel to SEEA events and regional conferences. SEEA's current hybrid work schedule requires a minimum of two in-office workdays per week. Candidates from outside of Atlanta are encouraged to apply with a preference for in region candidates. For any candidate accepted that does not reside in Atlanta, in person requirements will be discussed on a case by case basis, with a minimum of one week a quarter spent in Atlanta.

We offer a competitive compensation package commensurate with experience and based on the candidate's experience and skills.

Successful applicants must demonstrate their legal status to work in the United States.

SEEA is an equal opportunity employer and is committed to creating an environment that supports and advances diversity, inclusion, equity, and accessibility. Accordingly, we consider all qualified applicants for employment without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or other legally protected characteristics.

How to Apply

Qualified candidates may email your resume and cover letter to careers@seealliance.org with your full name as the subject line. Please, no calls. Submissions will close on or before Nov. 27, 2026.

SEEA's hiring process, on average, takes two months to complete, including virtual and in-person interviews. Candidates considered for interviews will be asked to provide three professional references. Candidates may also be asked to complete a written or practical assessment.

About SEEA

The Southeast Energy Efficiency Alliance (SEEA) is a 501(c)(3) nonprofit organization based in Atlanta, Georgia. Founded in 2007, SEEA promotes efficient energy as a catalyst for economic growth, workforce development, and energy security across 12 states and five U.S. territories. SEEA convenes utilities, regulators, manufacturers, and implementers from policy through implementation, and delivers research, program design, technical assistance, and strategic advisory services that make energy more affordable, reliable, and healthy for the people of the Southeast. We believe that all people in the Southeast should be able to live and work in healthy and resilient buildings, utilize clean and affordable transportation, and thrive in a robust and equitable economy.

SEEA's Culture and Benefits

SEEA offers a highly collaborative and supportive work environment that allows employees to be authentic, learn, grow, and demonstrate their leadership abilities. We are committed to fostering an environment of transparency and trust that enables us to learn from one another and incorporate diversity, inclusion, and equity in our work.

Because we work with a broad set of stakeholders to address complex and evolving issues, all employees receive training on collaborative leadership, including the dimensions of trust, facilitating powerful and productive meetings, collaborative problem-solving, and stakeholder identification and engagement. Full-time employees also receive the following benefits:

- Salary for this role begins at $80,000 and is dependent on experience
- Unlimited paid time off, and seven paid holidays annually.
- Comprehensive medical, dental, and vision insurance benefits.
- 401(k) retirement plan with an organizational match of up to 4% and immediate vesting.
- Paid maternity and parental leave.

- Monthly mobile phone and transit stipends ($35 each per month).
- Flexible work schedule and hybrid office setting with at least two in-office days weekly.
- Continuing education and professional development opportunities and funding.