



POSITION SPECIFICATIONS

Director of Membership Services

National Western Stock Show



About the Client

We are proud to partner with our client, the **National Western Stock Show (NWSS)** in seeking to fill their newly created role, **Director of Membership Services**. NWSS was established in 1906 and is the premier livestock, rodeo and horse show in the nation, serving agricultural producers and consumers throughout the world. NWSS provides education in agriculture, including college and graduate-level scholarships in agriculture and veterinary medicine for practice in rural areas. The National Western Stock Show is one of Colorado's preeminent tourist destinations and is held for 16 days every January (scheduled for January 10-25, 2026). A nationally recognized western heritage and entertainment event, the stock show hosts one of the world's richest regular season professional rodeos, one of the country's largest horse shows, and Colorado's largest western trade show, attracting attendance numbers in excess of 700,000 visitors each year.

Now, in their 119th year of existence, **NWSS** is embarking on an exciting new chapter as the **National Western Center**, one of the country's largest urban renewal projects, becomes reality!

Position Summary

The **Director of Membership Services** will be responsible for transforming the NWSS membership model and adding additional value for current members. This position will collaborate with a volunteer Membership Task Force, the WSSA Board of Directors, and NWSS staff. This role reports directly to the CEO. The Director of Membership Services will have two primary and parallel priorities: re-engaging current members and trustees and launching a new annual membership program.

Key Responsibilities

- The Director of Membership will have two primary and parallel priorities: re-engaging current members and trustees and launching a new annual membership program.
- The successful candidate will be responsible for transforming the current membership model.
- Produce marketing materials for the launch of an annual campaign.

Required Qualifications

- A bachelor's degree in Nonprofit Management, Business Administration, Communications, or related field is required.
- Substantial (5 or more years) experience in association membership services or nonprofit development/fundraising.
- Exceptional oral and written communication skills; experience designing marketing collateral to support membership campaigns is highly desired.

Equal Opportunity Statement



CBIZ

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The Client and CBIZ is an equal opportunity employer and reviews applications for employment without regard to the applicant's race, color, religion, national origin, ancestry, age, gender, gender identity, marital status, military status, veteran status, sexual orientation, disability, or medical condition or any other reason prohibited by law.

How to Apply

Interested candidates should submit the following to Tamara at tamara.wesely@cbiz.com

- Resume/CV

For questions or additional information, please contact:

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