



Carolina Textile District
Director of Membership and Operations

Job Title: CTD Director of Membership and Operations	Reports To: Director of Carolina Textile District
Department/Location: Carolina Textile District	Revision Dates: 4/16/24

Overview: The Director of Membership and Operations for Carolina Textile District (CTD) is a full-time, salaried, exempt position that is responsible for the oversight and management of CTD Operations, Staff, member services, client intake system, and all educational programs. The Director of Membership and Operations works collaboratively with CTD’s current Program Director to grow our collaborative community of values-aligned domestic manufacturers, foster relationships across the supply chain, and create resources to support our critical heritage industry and ensure its longevity. CTD is an enterprise of The Industrial Commons.

About The Industrial Commons:The Industrial Commons is a nonprofit in Morganton, NC creating an ecosystem focused on rooting local wealth and ownership. TIC is an equal opportunity employer and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Primary Function:

The Director of Membership and Operations, reporting to TIC Co-Executive Directors, will expand our community of values-aligned domestic manufacturers, foster supply chain relationships, and develop resources to sustain our critical heritage industry. Integral to The Industrial Commons’ mission of local economic development, wealth distribution, and inclusive growth, this role requires a heart for organizing and connecting businesses. The ideal candidate excels in interpersonal and public speaking, possesses deep industry knowledge, and thrives in problem-solving and project management. They actively engage members, identify gaps, and execute solutions with attention to detail. A proactive connector, they visit members, listen to challenges, and build long-term relationships, embodying a commitment to community and collaboration.

Essential Functions:

Member Participation and Engagement 40%

- Grow CTD Membership - recruit and manage onboarding new values-aligned members and keeping back end process up to date
- Create new Member Engagement Strategies to continue to foster a robust community of small to mid-sized producers and integrate new members into the community

- Facilitate Member meetings/committees and complete follow-up contact
- Conduct annual Impact Report with Members to measure impact
- Assist with continued expansion of Member benefits, and connecting Members to existing benefits
- Find creative opportunities for CTD to have a greater presence with a wider audience

CTD Operations and Organizational Development: 40%

- Oversee daily business, financial, and program development activities, including budget allocation and revenue growth initiatives.
- Manage vendor payments, accounts reconciliation, and financial assessments for projects.
- Participate in ongoing education/job training, quarterly check-ins with CTD Co-Director, and monthly and weekly staff meetings.
- Collaborate with the Co-Director to set and achieve organizational goals, oversee staff, and represent CTD in public events and meetings with funders.
- Build and maintain relationships with partners and funders and ensure any agreements are established.
- Facilitate general event planning logistics and presentations.
- Manage data collection, metrics, and evaluation reporting for relevant programs and assist with grant reporting, writing, and development as needed.
- Create, maintain, and execute external marketing communications copy creation for social media, newsletters, and web updates.

Client Intake System and Entrepreneur Education Programs 20%

- Maintain strong relationships with partners for delivery of workshops and client projects.
- Ensure seamless operations for in-person and virtual workshops, manage client applications, and support clients through various channels.
- Coordinate with members and partners for client introductions and provide ongoing support via online platforms.

Preferred Knowledge, Skills and Experience:

- Degree or equivalent experience in the textile industry with 3-5 years of work experience.
- Strong organizational and problem solving skills.
- Excellent communication skills with the ability to convey information to a wide variety of audiences including co-workers, partners, and other community members.
- Ability to work well autonomously as well as within a team environment while achieving a common goal.
- Proven track record in project management, team leadership, and responsiveness to communication.

Physical Demands and Work Environment:

- Ability to Occasionally lift 15 lbs-50 lbs
- Ability to remain in a stationary position with computer work.
- Must be able to move about the office and various warehouse environments to access office machinery, products, and to communicate with staff.
- Ability to observe details and differentiate between fabric/thread colors.

- Ability to occasionally commute to manufacturing facilities and travel long distances including overnight stays.
- Must be able to reach/access products on high shelves.

Annual salary range of \$65,000 to \$70,000 depending on experience. To apply, please send a cover letter, resume, and 3 professional references via email to HR@theindustrialcommons.org by May 15th.