



MEMBERSHIP & EVENTS EXECUTIVE

Job Description

Job Title: Membership & Events Executive

Reports to: Director of Membership and Events

Salary: £25 - £36k subject to experience

Potions: Permanent full time

Location: flexible working with offices in London

Note: ACE Group do not provide visa sponsorship.

Association for Consultancy and Engineering (ACE)

The Association for Consultancy and Engineering (ACE) is the leading business association representing the consultancy and engineering companies that design, deliver and manage the UK's infrastructure and built environment. Our members are at the forefront of tackling some of society's biggest challenges, from net zero and climate resilience to transport, energy, water and the future of our cities.

As ACE continues to grow its membership community and strengthen engagement across the UK, we are seeking an ambitious, commercially minded and relationship-focused Membership & Events Executive to play a pivotal role in our membership growth, retention and engagement strategy.

This is an exciting opportunity for a highly motivated individual who enjoys building relationships, creating opportunities and becoming a trusted partner to businesses. The successful candidate will make a direct contribution to ACE's growth by expanding our reach amongst engineering consultancies, strengthening member engagement and supporting the delivery of high-profile industry events and sponsorship initiatives.

The Role

Reporting to the Membership & Events Director, the Membership & Events Executive will be responsible for developing and nurturing relationships across ACE's membership community, supporting business development activities, identifying sponsorship opportunities and helping deliver a programme of industry-leading events and working groups.

The ideal candidate will be confident engaging with senior business leaders, commercially aware, proactive in building new relationships and passionate about creating value for members.

Key Responsibilities

Membership Growth & Business Development

Develop and progress the membership pipeline

- Manage and progress enquiries from prospective members.
- Conduct proactive outreach through telephone, email and digital engagement.
- Arrange introductory meetings with senior decision makers and business leaders.
- Maintain an accurate and active prospect pipeline within CRM systems.
- Support the conversion of prospects into new ACE members.

Expand ACE's reach into priority markets

- Conduct market research to identify growth opportunities across the UK, including regions where ACE seeks to strengthen its representation, such as Northern Ireland.
- Build a detailed understanding of the engineering consultancy landscape.
- Develop and help implement outreach strategies to engage target organisations.
- Provide regular reporting and recommendations on membership growth opportunities.

Member Engagement & Retention

Strengthen relationships with existing SME members

- Proactively engage current ACE members through regular contact, virtual meetings and face-to-face visits.
- Build trusted relationships with member organisations to understand their priorities, challenges and business objectives.
- Gather member insight and feedback to inform ACE's service offering and advocacy priorities.
- Identify opportunities to increase member participation in ACE activities, events and working groups.

Re-engage lapsed members

- Develop targeted approaches for re-engaging former/lapsed members.
- Arrange meetings with lapsed members to understand reasons for non-renewal.
- Present the value of ACE membership and secure renewed membership where appropriate.

Sponsorship & Commercial Development

Identify and secure sponsorship opportunities

- Support the development of sponsorship revenue across ACE's events and programmes.
- Proactively identify potential sponsors and commercial partners.
- Conduct sponsor outreach and relationship management activities.
- Assist in developing sponsorship proposals and packages.
- Contribute to achieving sponsorship targets for flagship events including the SME Leaders Day & Awards.

Events, Working Groups & Industry Engagement

Support ACE's events and member communities

- Assist with the planning, development and delivery of ACE events, roundtables and networking programmes.
- Support working group activity through speaker identification and outreach.
- Help curate engaging event programmes that deliver value for members and industry stakeholders.
- Liaise with speakers, partners and sponsors to ensure successful event delivery.
- Provide updates and content to working group chairs and the marketing team to support event promotion and member communications.

What We're Looking For

Essential

- Experience in membership, business development, account management, partnerships, events or stakeholder engagement.
- Excellent communication and relationship-building skills.
- Confidence engaging with senior executives and business leaders.
- Strong organisational skills with the ability to manage multiple priorities.
- Commercial awareness and a proactive, results-oriented approach.
- Comfortable attending meetings and events across the UK.
- Excellent written and verbal communication skills.

Desirable

- Experience working within a membership organisation, trade association, professional body or events environment.
- Understanding of the consultancy, engineering, infrastructure or built environment sectors.
- Experience securing sponsorship, partnerships or commercial revenue.
- CRM experience and data management skills.
- Proficient in MS Office Suite with a key understanding of modern meeting technologies as well as being comfortable hosting hybrid events.

- An entry level understanding of key platforms - Mailchimp, Eventbrite, Canva.

Success Measures

Within the first 12 months, the successful candidate will:

- Grow and actively manage ACE's prospect pipeline.
- Increase engagement levels across the SME membership community.
- Deliver measurable improvements in member retention and re-engagement of lapsed members.
- Expand ACE's reach within priority regions and market segments.
- Contribute to sponsorship revenue targets and partner acquisition.
- Support the successful delivery of ACE working groups and flagship SME events.

Why Join ACE?

- Be part of an influential organisation shaping the future of the UK's consultancy and engineering sector.
- Work closely with senior industry leaders and decision makers.
- Make a measurable impact on membership growth, engagement and commercial success.
- Join a collaborative, ambitious and high-performing team.
- Benefit from opportunities for professional development and industry networking.

If you are a relationship-builder who thrives on connecting people, creating opportunities and delivering exceptional member experiences, we'd love to hear from you.

