

Membership and Development Associate

JOB DESCRIPTION

The Membership and Development Associate is responsible for implementing strategies to ensure proper cultivation, solicitation and stewardship of members and prospective members. S/he will serve as NBCSL's liaison to our Corporate Roundtable members. This position reports to the Deputy Executive Director.

MAJOR DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following:

- Respond to member inquiries and compile a monthly roundup of member feedback to share with the staff;
- Developing and maintaining all event registrations modules;
- Confer with members via various forms of communications portals to provide up to date information;
- Maintaining and updating contact databases;
- Assist in fielding phone calls to the national office;
- Establish and maintain effective working relationships with members and use these relationships to develop new member opportunities;
- Develop and implement plans for retention of current members and growth of new members, according to the organization's vision and goals;
- Coordinate, and manage all CRT members activities;
- Assist with the development of events focused on engaging members and increasing participation from the membership base;
- Develop a tracking system for prospective members;
- Work with the Executive Director to expand and develop fundraising opportunities through new and ongoing strategic partnerships;
- Cultivating new sources of revenue by expanding the existing donor base, with an increased focus on corporate, foundation, and business entities;
- Prepares periodic reports for the leadership and the National Executive Committee;
- In conjunction with NBCSL's senior staff, develop, refine and implement NBCSL's strategic development plan;
- Maximize the donor database and use data analytics to drive strategy;
- Other duties may be assigned as needed.

Qualifications

Skills/Abilities/Competencies

Must possess the required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required:

- Excellent analytical and observation skills.
- A strong grasp on grammar, proactive writing, and fluency in English.
- Attention to detail
- Effective communication skills, verbally and in writing,
- Proven working experience in fundraising
- Technical Working knowledge of CRM software
- Proficiency with MS Office Suite, basic HTML, Adobe Photoshop, Adobe Pro, Microsoft Publisher and web based Content Management Systems
- Time management/project management skills
- Ability to compellingly convey NBCSL's mission, impact and needs
- Demonstrated success in identifying, building and sustaining strong relations
- Strong interpersonal, negotiation and diplomacy skills, including a sense of humor
- Strong work ethic, a self-starter, and has the ability to coordinate multiple tasks
- Some overnight travel and evening work.

Education

Bachelor's degree is required.

Experience

Candidate must have 4 to 5 years of membership and/or fundraising experience with demonstrated success in fundraising and/or project management.

Physical Requirements

- Occasional lifting of objects up to 10 lbs.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling.
- Work is performed in a standard office environment.