

## Job Description

Position Title: Development and Membership Manager

Positions Status: VISTA Position

Reports To: Deputy Director

The Organization: The Massachusetts Nonprofit Network, a growing statewide association of nonprofits, represents all sectors of the nonprofit community including health care, arts, education, environment, human services, economic development, human rights and philanthropy. Its purpose is to strengthen the sector by providing members with the services and the climate they need to make an even greater impact on the quality of life in Massachusetts. Founded in 2007, the organization seeks to strengthen Massachusetts through nonprofit advocacy, public awareness, and capacity building.

Job Summary: The position will assist the organization in both maintaining and growing its funding and increasing its membership. The Development and Membership Manager will assist the organization in developing diverse and ongoing sources of financial support while managing and developing relationships with funders and sponsors. As membership development is essential to the long term growth of the organization, the Development and Membership Manager will also develop and oversee membership recruitment and retention strategies and programs.

### Essential Job Functions:

#### *Development and Grant Writing*

- Identify potential sources of programmatic and operational financial support, including foundations and state and federal government sources.
- Draft and implement the annual and long-term development plan and monitor its progress.
- Draft grant proposals and be responsible for their timely submission.
- Draft reports and correspondence with existing funders.
- Work with other staff to set up and attend meetings with funders
- Prepare packets, background materials, and research to present to funders.
- Work with Executive Director on annual Board of Directors donation solicitation

#### *Sponsorships*

- Create sponsorship materials for events and other programs.
- Research and identify potential sponsors and conference exhibitors.
- Oversee solicitation of potential sponsors and conference exhibitors.
- Manage event and program sponsors and exhibitors, including managing sponsor relations and deliverables.

#### *Membership Development and Services*

- Create and implement long and short-term membership acquisition and renewal campaign for organizations.

- Create and implement a prospective member solicitation programs for nonprofit and affiliate members. Create outreach systems for organizations, public advertisements, direct mail, email, phone, and others.
- Create marketing materials and messaging for renewals and membership solicitations.
- Implement monthly membership renewal plan.
- Update and maintain membership records
- Assist members with day-to-day needs, including facilitating member benefit usage.

#### *Other*

- Share in the day-to-day operations of the organization as it relates to the duties of the position or as in the normal course of the running of the office as do the other staff members (i.e. special projects, conferences, logistics etc.)

#### Qualifications

- A Bachelor's Degree or equivalent
- Strong verbal communication skills
- Strong written communication skills
- Capable of working independently and as part of a team
- Good work ethic and a desire to "get the job done"
- Willingness to share own ideas
- Ability to prioritize and follow through effectively
- Commitment to high level of customer service
- Proven research skills, including the Internet and other resources
- Knowledge of Microsoft Office package (Word, Excel, PowerPoint, Access) or similar computer applications
- Interest and commitment to enhancing the effectiveness of nonprofit organizations

#### Benefits

- Participate in the Generations Incorporated VISTA Program that engages twenty-five AmeriCorps VISTA members in service to Boston non-profit organizations. Members attend a specialized Pre-Service Orientation (PSO), receive the support of a VISTA Leader, attend monthly in-service trainings, and are linked to a network of AmeriCorps VISTAs. Learn more at <http://www.generationsinc.org/volunteer/ameri-corps-vista/>.
- A taxable living subsistence allowance of approximately \$1149 per month
- Massachusetts Nonprofit Network housing assistance of \$100 per month
- May be eligible to receive either a taxable \$5,350 education award or end-of-service taxable stipend of \$1,200.
- 10 days of vacation time and 10 days of sick time (in addition to holidays)
- Limited health benefits - <http://americorps.sevencorners.com/>
- Transportation-pass for local subway and bus travel (LinkPass)
- May qualify for Student Loan Forbearance
- May qualify for payment of accrued interest on Student Loans
- May qualify for Food Stamps (value of up to \$200 per month)
- May qualify for childcare allowance
- May qualify for relocation expense reimbursement

**Notice of non-discrimination:**

The Massachusetts Nonprofit Network (MNN) is committed to equal opportunity for all persons without regard to sex, age, race, color, religion, creed, national origin, marital status, disability, or sexual orientation, and any other class of individuals protected from discrimination under state or federal law. It is the policy of MNN to comply with all federal, state, and local laws and regulations regarding equal opportunity. In keeping with that policy, MNN is committed to maintaining a work environment that is free of unlawful discrimination and harassment. Accordingly, MNN will not tolerate unlawful discrimination against or harassment of any of our employees or others present at our facilities by anyone, including any supervisor, co-worker, vendor, client, or customer of MNN.

***To Apply:***

Please visit [www.americorps.gov](http://www.americorps.gov), and use the Quick Search to find our program to apply to. Enter this information in the appropriate fields:

Program Type: AmeriCorps VISTA;

State: Massachusetts;

Program Name: Massachusetts Nonprofit Network