



DONORS OF COLOR NETWORK

The Donors of Color Network **Job Description: Membership Manager**

The Donors of Color Network is the first-ever cross-racial community of high net wealth donors and movement leaders committed to building the collective power of people of color to achieve racial justice.

The Membership Manager supports the membership and community building work of the Donors of Color Network, enabling the organization to engage with and support its members. The Membership Manager reports to the Deputy Director for Membership and Growth and works closely with her to support member programming and growth strategies.

The Membership Manager reports to and works closely with the Deputy Director of Membership to ensure member records and information is accurately maintained, to secure Individual, Institutional and Founding Memberships, to coordinate communications through member engagement channels, and with the conference planning and program team to plan the annual conferences and gatherings.

The primary responsibilities of the Membership Manager will include:

Member Recruitment Program

- Support development and execution of plans to recruit and add new members
- Manage and design strategy and systems for donor engagement, donor learning and donor leadership development collaborating with the Communications and Programs teams
- Work with Deputy Director of Membership to plan and run DOCN Conferences and member programs

Membership Systems

- Develop and implement systems for membership program, member communications and donor engagement

- Design and maintain accurate database of existing and past members, including data on renewal, fields that allow contact tracking, and other data
- Create and manage system for member communications with all categories of members
- Ensure that member communications are systematized and tracked in organizational contacts database
- Track and ensure fulfillment of all member pledges and renewals (individual and institutional)
- Manage and work closely with the Board/DOCN Membership Working Group to engage and enlist member leaders in recruitment, retention and engagement of DOCN members
- Create and lead the follow-up plans to connect with each donor who has attended DOCN gatherings and conferences to ask them to join; track and maintain responses

Member and prospect interviews and research

- Join and contribute in implementing the DOCN methodology of donor interviews as a donor engagement and prospecting tool
- Plan, conduct and transcribe member and prospect interviews
- Ensure that member interview data is incorporated into donor database and communicated to Research Consultant/Director and data consultants
- Plan and conduct surveys of members to gather data on member giving, priorities and views

Communications tools and system for Membership Program

- Create and maintain all membership materials for DOCN
- Write, oversee the design and completion of, and maintain accurate DOCN Membership Packet and materials.
- Ensure that all fact sheets, two-pagers, membership-related packets and materials and descriptions of the Network are kept up to date, are designed and readily available.
- Ensure web site has up-to-date membership information and that member donations are properly accounted for
- Ensure and maintain regular communication with all donors and prospects (including regular newsletters, emails, mailings, phone calls, in-person meetings)

Lead in member and donor community engagement and learning

- Initiate and develop events and programming to engage donors according to their interests, which may include
 - Creating and maintaining city by city and / or interest area lists of donors and prospects
 - Create and maintain lists of local organizations and allies for content
 - Help identify donor leaders in cities with active hubs/ constituents
- Prioritize under-represented groups and develop strategy for engagement
 - Prioritize meetings with Native, Latinx, MASA, and young connectors

- List and prioritize meetings with organizations that are connected to each of these constituencies, ex Hispanics in Philanthropy

Qualifications

- Deep personal alignment with mission and values of the Network
- Knowledge of donor organizing efforts
- Listener + Communicator; must be an exceptional listener, empathetic, someone who truly loves listening to peoples' stories and connecting them with a values-aligned community
- Excellent writing skills and facility with writing letters, summaries and reports
- Excellent verbal communications - ability to speak about the Network and the research
- Ability to work on a virtual team
- Regular travel - 1-2 times per month (in non-pandemic times)
- Familiarity with technological tools including Salesforce, Microsoft Office, Slack, project management and research software.

Salary and Benefits

The salary range for this job is \$75-95k, depending on experience. Excellent working environment, virtual office with home office stipend, and generous benefits (health insurance, dental, vision, vacation, sick, holidays).

HIRING PRACTICES: Donors of Color Network is an equal opportunity employer. We embrace applicants with diverse actual or perceived race, color, religion, creed, national origin, ancestry, age, sex, including self-identified or perceived sex, gender, gender identity, sexual orientation, transgender status, pregnancy, alienage or citizenship status, marital status, partnership status, disability, predisposing genetic characteristic, arrest or conviction record, caregiver status, domestic violence victim status, credit history, unemployment status, veteran status, protected activity, uniformed service or any other characteristic protected by applicable law.

HOW TO APPLY & SELECTION PROCESS: This is a full-time position, starting immediately and applications are being reviewed in a rolling manner. Please send a cover letter, resume, writing sample, and an example of a communications strategy or designed final product you have created to hire@donorsofcolor.org no later than November 23rd. Please use the subject line: "Membership Manager". No phone calls please. Candidates will be notified if we are seeking an interview. Because of the high volume of responses we receive, it may not be possible to respond to all inquiries.

Prior to hire, candidates must complete up to two interviews, provide written material and may be asked to complete a practical assessment. Please inform Donors of Color Network within a reasonable time period prior to the interview of any reasonable accommodation needed.