



## Membership Director

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### About SVP Boulder County

[Social Venture Partners Boulder County, Inc](#) (SVP) believes strong nonprofits deliver better results. So we go beyond traditional philanthropy, working side-by-side with givers, nonprofits, and cross-sector leadership to strengthen people and organizations creating social good. SVP is an independent 501(c)3 and a member of the global SVP Network of 39 organizations. SVP envisions all people in Boulder County working together to solve community problems creatively and effectively. To make a deep and sustainable positive impact on our Boulder County community, SVP believes in engaging and learning, leveraging and strengthening, connecting and collaborating, inclusivity and respect, and taking risks and growing. These values will be considered in hiring.

### **SVP is looking for a part-time Membership Director to join our small, but growing, team.**

The Membership Director is responsible for facilitating a high-quality, engaged and impactful experience for our Partners and contributing to financial sustainability for the organization. The position is classified as hourly, part-time at 16 hours per week and is supervised by the Executive Director.

### **Specific Job Responsibilities Include**

#### Membership Development and Volunteer Engagement

- Manage and monitor the Partner (members) recruitment process, intake, and orientation for new Partners to ensure positive and purposeful relations.
- Build and support relationships with 50-75 Partners to understand their motivation for joining SVP and co-develop a personal development plan through engagement with SVP.
- Facilitate Partners' active volunteer engagement in SVP programs and services including maintaining a roster of volunteer needs and contributing to the development of volunteer opportunities.
- Develop and implement retention strategies for Partners.
- Facilitate relationships among Partners and between Partners and the greater community.
- Manage social events for Partners and work with the Education Director to develop on-going training opportunities.
- Provide one-on-one philanthropic /nonprofit coaching to Partners.
- Conduct internal administration related to Partners including:
  - Manage the prospect and Partner database in sufficient detail to support SVP activities.
  - Produce monthly and annual reports on membership status and engagement.
  - Develop and manage processes for regularly identifying member needs.
  - Develop and manage process for member feedback on programs and services.

#### Fund Development

- Set and achieve, in close collaboration with the executive director, annual revenue goals related to Partners.
- Cultivate and steward new connections for SVP.
- Research potential new Partners.
- Develop and implement written strategies based on capacity and readiness to give.
- Solicit annual membership contributions from Partners as well as individual donations above and beyond membership requirements.

- Engage with the Board of Directors and Sustainability Committee on individual donor activities.
- Participate in all aspects of the gift cycle:
  - Initiate contacts
  - Develop appropriate cultivation strategies
  - Move potential donors in an appropriate and timely fashion toward solicitation and closure
  - Make solicitations when appropriate
  - Maintain stewardship contacts with donors; adhere to the highest ethical standards; demonstrate empathetic disposition, and perseverance; reflect optimistic and positive attitude, and convey sensitivity to needs of the donors

#### Other

- Serve as a member of the leadership team by staying abreast of organization-wide issues and contributing to the overall management of the organization.

#### **Qualifications**

- Five to seven years progressive experience in major/ individual/planned giving, membership services, and/or volunteer management. Organizational development experience, a plus.
- Must be energetic, positive, polished, persuasive, and personable.
- Strong customer service orientation and ability to work effectively with diverse groups.
- Demonstrated ability to connect with people and understand their core motivations and needs.
- Leadership experience.
- Conflict management skills.
- Detail-oriented and organized.
- Ability to work both independently and as a member of a larger team.
- Familiar with diverse technologies and software. Experience with Salesforce a plus.
- Solid record of achieving revenue goals, especially when working across groups and teams of paid professionals and/or volunteers.
- Personal qualities of integrity, credibility, and unwavering commitment to SVP's mission.
- Demonstrated outstanding relationship-building skills, able to inspire highly diverse stakeholders to action and, ideally, able to leverage own networks to broaden SVP's networks.
- Entrepreneurial, with the creativity, drive, and perseverance of high-achievers who aspire to realize big impact.
- Valid US driver's license and ability and willingness to travel domestically.
- Minimum of a Bachelor Degree; Graduate degree preferred.

#### **Compensation & Benefits**

- 16 hours per week / .4 FTE.
- Compensation commensurate with similar positions.
- Benefits to include:
  - 17 Paid-Time-Off days in the first year (*a 'day' off will be the length of day typically worked, up to five hours*)
  - Nine paid holidays
  - Transportation support

**Please send cover letter, résumé and a list of three references to [admin@svpbouldercounty.org](mailto:admin@svpbouldercounty.org) by February 25, 2015 with the subject line: Membership Director.** Only short-listed candidates will be contacted. SVP is an equal opportunity employer. No phone calls, please.