

Membership Management and Constituent Data Coordinator Position Description

This position is both technical and creative. The Coordinator will be the lead on managing the organizational constituent database containing members and other constituents (potential members). They are also responsible for crafting and executing Membership development plan to generate \$10-20K in funds. They will execute successful year-round membership programs including annual campaign, special campaign, and growth of BurlyBenefactors program. Finally, they will cultivate, develop, and retain positive, long-lasting relationships with constituents to support BurlyCon's mission.

This position collaborates with the Admin Department and the Board of Directors Membership Committee and reports to Director of Development.

Duties

- Oversee the cultivation and retention of BurlyCon members, including top-tier BurlyBenefactors.
- Successfully implement and fulfill member benefits program including correspondence, stickers, names of members on website, etc.
- Improve member benefits program so it is competitive and useful.
- Coordinate BurlyBenefactor benefits program including all details of VIP dinner at annual convention.
- Document all procedures and make accessible to entire team and Board.
- Oversee and manage constituent database, ensure accurate and useful reporting.
- Where needed, manage the recruitment, training, retention and appreciation of volunteers to support the accuracy and utility of constituent database.

Requirements

- Technical knowledge of relational databases and intelligent report generation, particularly facile with contact or donor management systems (currently LGL).
- Comfortable with creating end-user facing reports such as Executive Summaries and comprehensible query results.
- Background and experience with non-profit membership plans and campaigns.
- Has own equipment including computer, smartphone, and access to printer.
- In month before and at event is reachable day and night.
- Available year-round. Average hours are 4h/m, increasing to 3h/w 2 months before event and 6h/d during the 5-day event. Must be available for monthly Committee Meetings (3h) and be present onsite Wed-Sun the weekend of the convention.
- Direct and prompt communication, excellent follow-through.
- Clear, concise, polite, and efficient written and verbal communication.
- Responsible, reliable, and respectful with committee and volunteers.

- Passion for BurlyCon's mission

Experience

- Database and contact/donor management systems
- Membership program implementation
- Experience with LGL a plus.

Compensation

- Monthly stipend of \$75.
- Full weekend convention pass (valued at \$425)
- Shared hotel room for event weekend (W-Su), shared with leads under Director of Development.
- Opportunities for visibility/access to events.