



Nonprofit Westchester is seeking a **Membership Coordinator**.

Nonprofit Westchester is the premier membership organization for nonprofits that aims to strengthen the capacity, impact and visibility of the nonprofit sector in Westchester County for a more just and caring community. We work to accomplish this through advocacy, marketing, and capacity building. The organization was launched in May 2012 and has grown to more than 140 member organizations. Visit www.npwestchester.org for more information.

Job Description

The Membership Coordinator will work under the supervision of the Executive Director. Specific duties include:

- Liaise with Affinity Group Co-Chairs to plan topics, speakers and locations for quarterly meetings of five Affinity Groups
- Schedule and coordinate logistics for all NPW meetings, including making arrangement for venues, AV, refreshments, and meeting materials
- Maintain the database to record and update member records, contacts, manage and create events, and prepare twice-weekly e-newsletters
- Manage the onboarding process for new members, small business partners, and sponsors
- Respond to inquiries and cultivate relationships with potential and current members
- Make basic website edits using a simple online editing program and liaise to web designer for more sophisticated edits
- Monitor and respond to general email and phone inquiries
- All other duties as assigned

Candidates for this position will have the following characteristics:

- Excellent verbal and written communication skills
- High level of organization
- Self-starter
- Technology know-how, including Microsoft Office, Social Media (Linked In, Facebook, Twitter), and simple design (Canva)
- Database management experience a plus
- Nonprofit experience (volunteer or paid) required

Location: The position is based at Nonprofit Westchester's office in Mount Kisco. Partial telecommuting is a possibility. Attendance at some meetings at other locations throughout Westchester will also be required.

Hours: 21 hours per week. While this is generally flexible during normal business hours, some events and meetings will require occasional early morning or evening hours.

Compensation: \$20-23/hour

Growth Potential: NPW is poised for growth, and the right candidate will have the opportunity to grow along with the organization.

To apply, send all three of the following to careers@npwestchester.org. No phone calls please.

- cover letter
- brief one-page writing sample
- resume

Nonprofit Westchester is an equal opportunity employer.