POSITION ANNOUNCEMENT

Director of Membership, Development and Communications

This is your opportunity to help strengthen nonprofits throughout Oregon!

Annual Salary:  $85,600 - $90,600, dependent on qualifications, + generous benefits package
Closing Date:   Open until position is filled

Applications will be reviewed on a rolling basis. Candidates are encouraged to apply early.

- Are you passionate about creating systemic change in our communities?
- Do you have considerable experience in marketing, development and membership organizations?
- Would you love to be part of a dynamic team that serves Oregon’s nonprofit sector?

If so, you might be the ideal candidate for the Director of Membership, Development, and Communications (Director) with the Nonprofit Association of Oregon (NAO)! We are seeking a dedicated team member who is strategic, organized and detail-oriented, with strong management capacities. The successful candidate will work with the Executive Director to lead three key components of NAO’s work: communications and marketing, membership, and fundraising. The Director will ensure that NAO is viewed as a primary source, disseminator, and conduit of information within our diverse network. This position is the driving force behind NAO’s marketing outreach, ensuring that the public understands and appreciates the work of NAO, the members that we support, and the nonprofit sector at large. In addition, this position develops and oversees the organization’s membership strategy and fundraising strategy.

The Nonprofit Association of Oregon (NAO) is a statewide network of nonprofits, foundations, business partners, and individuals dedicated to supporting Oregon’s nonprofit sector. As a vital member of NAO staff and community, the Director supports the organizational mission, “To strengthen the collective voice, leadership, and capacity of nonprofits to enrich the lives of all Oregonians,” and seeks to uphold and demonstrate in their actions NAO’s Theory of Change and core values.

Shared Management Responsibilities: As a member of the leadership team, the Director works collaboratively with the Executive Director, and NAO’s other directors and managers across programs and lines of supervision to:
- Plan programs and strategy and support internal organizational management efforts.
- Manage tracking and evaluation of communications and development activities, including routine reports on communications and development productivity for the Executive Director or Board as required.
- Conduct business development activities in alignment with mission and priorities.
- Identify and maintain relationships with nonprofit members, funders, sponsors, content contributors, and strategic partners, community networks, and other stakeholders in support of NAO’s mission and programs.
- Ensure NAO’s programs meet grant, sponsor, and partner obligations.
- Manage aspects of operations, human resources, facilities, and corporate systems as assigned.
- Cultivate positively engaged employees and volunteers who put their energy and efforts to the best and highest use of the organization’s mission.
- Manage organizational risk by stewarding human, financial, and material resources with integrity.

Membership Responsibilities:
- Drive new memberships and conversions by overseeing the development, strengthening, and maintenance of the NAO member network across the state.
Supervise the Membership Manager and direct them and other staff in actively engaging and connecting with members about NAO’s programs, benefits, and activities and help promote NAO’s learning, convening, and resources opportunities.

Lead collaboration with internal and external teams on strategic and creative membership campaigns with a focus on membership growth and retention, oversee membership outreach and retention activities, and ensure membership processes and procedures are managed.

Direct the creation of members-only materials, events, and content, and support the development and implementation of reviews, surveys, and other customer satisfaction mechanisms.

Develop and oversee current partnership agreements, direct the assessment of member benefits programs, and identify new opportunities for nonprofits.

Ensure revenues/expenditures associated with membership strategies, outreach and engagement are aligned with organizational budget goals.

Oversee the management of NAO’s database (currently CiviCRM) to ensure the integrity and accuracy of relevant information; track, analyze, and report on data; implement processes for continuous improvement; and identify opportunities to utilize data effectively in support of NAO’s work.

Support the Executive Director in the maintenance and growth of relationships with key national and regional partners and networks.

Represent NAO at virtual and in-person events which may include tabling, formal presentations, informal networking, business development, etc.

Communications Responsibilities:
- Design and implement a strategic communications and marketing plan using all media (formal and informal) to increase NAO’s membership, visibility, and awareness of the work of nonprofit sector and NAO’s programs, services, and products.
- Supervise the Digital Design & Communications Manager, lead and oversee their work on any website projects, and direct them in actively developing communications materials and promoting NAO’s programs, benefits, and activities.
- Oversee, manage, and build the organizational brand, to increase visibility with both internal and external stakeholders.
- Direct and oversee communication staff to ensure smooth production, posting, printing, design, budgeting and delivery of communications products and projects.
- Prepare staff and board members for media interviews and public testimony, and write speeches, testimony, public policy positions, and talking points, accordingly, as directed by the Executive Director.
- Expand NAO’s media presence and exposure and develop paid and in-kind media campaigns; identify and secure sponsorships for same.

Development Responsibilities (Grant Writing and Sponsorship):
- Research, build and drive foundation and sponsorship investments in NAO through grant, contract, and sponsorship opportunities, with emphasis on seeking out new sources.
- Develop and oversee a working calendar of proposal and report deadlines.
- Write and submit grant and sponsorship proposals and reports.
- Work with leadership team to track completion and expenditure of funded projects.
- Develop and oversee sponsor levels, benefits, and work across program teams to ensure and report on deliverables.
- Develop and implement sponsor solicitation plan in coordination with program calendar and funding needs.
- Coordinate marketing-related activities for corporate sponsorships with key staff.

Other responsibilities or duties as assigned by the Executive Director or NAO Board.
**Required Qualifications:** This position requires insight, creativity, accuracy, energy, and attention to detail. An ideal candidate is someone who can look at the big picture, identify opportunities, develop and implement plans, and build and maintain strong relationships with a variety of stakeholders for successful goal achievement.

- Eight to twelve years of marketing, communications and/or development experience.
- Experience with/knowledge of a wide range of communications, fundraising, marketing and management skills including market research, data analysis, copywriting, storytelling, content creation, campaign management, social media marketing, search engine optimization (SEO), grant writing, collaboration with programs, proposal process management, reporting process management, engagement of board and staff.
- Superior organization, and project management and implementation skills.
- Excellent verbal and written communication skills, including report preparation and copy editing.
- Experience with membership, capacity building, and/or state nonprofit association organizations desirable.
- Ability to balance “big picture” strategy and “hands-on” operating detail.
- Ability to appreciate and support the breadth of NAO’s mission and activities.
- Ability to supervise and co-create with imaginative and high-performing employees, while working both independently and in a team-focused environment.
- Proficiency with Microsoft suite of products including Outlook, Excel, PowerPoint, Teams, Monday.com, (or similar) and SharePoint (or similar).

**Job Specifications:**

- Can be based anywhere inside the state of Oregon.
- Occasionally requires the employee to work a flexible schedule.
- Requires approximately 20% travel time around the state of Oregon.
- Must be able to transport materials to and from work sites, lift 25-pound boxes to a height of four feet, load 25-pound boxes into and out of a vehicle, and push a handcart with supplies weighing up to 40 pounds.

**Terms of Employment & Compensation:** Salary is $85,600 - $90,600, dependent on qualifications, plus a generous benefits package that includes health and dental insurance, paid vacation and sick leave time, and participation in a 403(b)-retirement plan with an employer match. This is a regular, full-time, exempt position.

**How to Apply:** Please submit a cover letter describing your interest and talents for this position and include a detailed resume that speaks to the responsibilities and qualifications listed above, by email to jobs@nonprofitoregon.org. NAO will review applications on a rolling basis. Candidates are encouraged to apply early. The position is open until filled. After submitting your application, you will receive an acknowledgment email and an invitation to complete an anonymous four-question survey to help us track and analyze our ability to attract a diverse pool of applicants.

NAO is an equal opportunity employer and is committed to hiring staff that represent the communities we serve. Racial, ethnic, and religious minorities, LGBTQIA+ individuals, people with disabilities, and veterans are encouraged to apply.

Please visit our website [www.NonprofitOregon.org](http://www.NonprofitOregon.org) to learn more about the Nonprofit Association of Oregon and our programs and services.