

Membership & Conference Administrative Coordinator

Job Posting

Asset Funders Network (AFN) is a national membership organization with a strong point of view actively engaging philanthropy to advance equitable economic justice, opportunity and security.

The Asset Funders Network is seeking an efficient, skilled, and highly motivated individual to join our growing organization. The Membership & Conference Administrative Coordinator is responsible for providing administrative support to the Membership team, Director of Strategic Initiatives and conference planning committee. This will include meeting scheduling, event marketing, development of agendas and PowerPoints, meeting minutes, technical assistance setting-up and running Zoom meetings and webinars, as well as post event survey management and attendee tracking from the website or Asset Funders Network (AFN) selected software.

This role will report directly to the Membership Director, with dotted-line reporting to the Conference Team Lead. Activities and events will vary month to month.

Primary Objectives (Deliverables)

1. Manage the calendar and scheduling requests as needed for the Membership team and Director of Strategic Initiatives.
2. Support membership engagement and retention activities, including member-only programming and events.
3. Support other activities, meetings, and communications that advance AFN's mission and membership goals.

The employee will be asked to perform some or all of the following objectives and tactics.

Member Activities and Programming

1. Support member-only programming and events including the AFN's Program Committee.
2. Provide periodic tech support for webinars, including developing invites, sending out e-blasts from Mailchimp, and running all technical aspects of the webinar.

Administrative Support

1. Manage Membership team's calendars and scheduling requests as needed.
2. Organize and support the team in developing meeting agendas, invitation design, event marketing materials, and presentation materials as well as post event survey management and attendee tracking.
3. Support the membership team as they manage and maintain the membership and regional chapter webpages.
4. Participate in regular check-in meetings with Membership Director, monthly staff and integration meetings, and other meetings as requested.
5. Join staff meetings and other tactical or strategic meetings to provide perspective and generate ideas or shared activities.

Support other activities, meetings, and communications that advance AFN's mission and membership goals.

Skills and Qualifications

Full COVID-19 vaccination required

Essential Knowledge, Skills and Experience

- Experience with MailChimp preferred or comparable CMS and e-marketing platforms;
- Experience with list management via CRM tools such as Insightly or Salesforce;
- Facility with the presentation tools available in the Microsoft Office Suite (including Powerpoint) and other online tools to create brand-consistent materials, presentations, charts and graphs, or images for use in event and meeting planning and marketing;
- Experience using Zoom to run meetings and/or webinars
- Experience with event planning experience
- Must demonstrate strong attention to detail in application materials; and
- Must have demonstrable experience in positions that involve, even partially, event planning or management (with relevant references).

The Most Successful Candidate:

- Has experience reporting to multiple stakeholders
- Is highly organized and excels at time-management that can juggle multiple, time-pressing tasks in expert fashion.
- Is an over-communicator and comfortable flagging priority changes to key stakeholders.
- Enjoys engaging with people and embodies a great customer service ethic.
- Feel at ease working remotely with team members across multiple time zones.
- Has knowledge of, or experience with, philanthropy or the non-profit sector;

- Is looking for a long-term employment contract; depending on the work planned and fundraising, the contract has the potential for growth in the hours.
- Is comfortable following instructions and proposing solutions to problems

Location for Work

The Membership & Conference Administrative Coordinator would work remotely from his/her/their home or leveraged office space with the ability to travel to meetings, including all AFN conferences. This person would ideally live in the Central Time Zone.

Compensation

Salary is dependent on the applicant's skills and experience. There is potential for this position to grow in responsibilities and compensation over time, particularly as funded initiatives and deliverables are undertaken.

Salary Range

This position starts at 100% of full-time employment which is equivalent to \$50,000 plus benefits. A negotiated salary will reflect experience and the % FTE.

Benefits

Benefits include a 401K contribution, health expenses reimbursement (QSEHRA), home office expense reimbursement (up to \$2500 per year), unlimited PTO, and more.

Term

Position is for 120 hours per month. At least 70% of job functions must be completed during regular business hours.

Maximum hours of work

This is an employment contract through 2023 with the potential for renewal depending on funding and performance estimated to average 120 hours per month (commensurate with experience and the agenda of activities). Some months will have greater or lesser hourly requirements to meet deadlines or perform the required work. Depending on the work planned, the contract has the potential for growth in the hours.

About AFN

The Asset Funders Network (AFN) is:

- the leading national non-profit membership organization that engages philanthropy (public, private, financial institutions, non-profit and corporate) to advance equitable wealth building and economic mobility.
- a membership organization for funders. To achieve its mission, AFN informs, fosters connections across networks, influences grant giving strategy, and builds momentum for system change.
- committed to advancing diversity, equity, and inclusion internally and externally.
- staffed by committed, collaborative and experienced professionals located across the country to advance the AFN mission.

How to Apply

Interested candidates should submit their resume and a statement of interest to employment@assetfunders.org. Please reference the position title in the subject line of email. Candidates will be reviewed on a rolling basis until the position is filled.