

Membership Manager

Job Posting

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

AFN is seeking an efficient, skilled, and highly motivated individual to join our growing organization. The Membership Manager will play a key role in supporting AFN's membership and fundraising activities. In coordination with AFN staff, this role will be responsible for building, managing, and actively cultivating and soliciting funding from corporations and foundations to ensure AFN meets its annual membership and revenue goals.

This role involves building and sustaining relationships with funders, working closely with regional and program staff to understand and gain support for initiatives and content, and staffing member committee meetings. This role will be engaged in fiscal processes, funder planning and fundraising discussions, and other confidential matters. The position reports directly to the Membership Director, and will work with staff at all levels of the organization.

Deliverables

- Support the fundraising and membership development of AFN's regional chapters.
- Support the defining and fundraising of national programming on issues of interest to philanthropy as it relates to AFN's eight issue areas.
- Identify funding opportunities and potential new members aligned with AFN's mission, strategic plan, and goals.
- As assigned, work to secure funding for membership, project development, conference, advocacy, and/or general operating support.
- Attend and participate in periodic funder meetings.
- Cultivate strong relationships with current and potential members to understand their needs and enhance their experience.
- Support, develop, and manage membership engagement and retention activities.
- Manage and ensure timely invoicing for annual membership and grant renewals.
- Participate in and support the development of timely grant proposals and reports.
- Work with regional staff and the communications team to identify and promote the actions taken by members and collaborative regional activities.
- Contribute to AFN's communication channels/platforms, including member case studies, newsletter items, website, LinkedIn posts, or AFN Annual Reports.
- Respond to requests from leadership or members on needed specialized funding to advance the mission of AFN.

The above responsibilities are a general description of the level and nature of the work assigned to this classification and are not to be considered all-inclusive.

Skills and Qualifications

Essential Knowledge, Skills and Experience

- Minimum of three years of nonprofit experience in securing program and general operating, and not primarily event funding, from foundations and corporations.
- Excellent writing skills for proposals and reports.
- A strong attention to detail - demonstrated in application materials.
- Excellent interpersonal and communication skills, reflected in relationships with funders.
- The consistent ability to work effectively with a diverse range of personalities.
- Knowledge of grants management, research, proposal creation, and reporting.
- Committed to the organization's vision, mission, and values.
- Highly organized and excels at time-management, juggling multiple, time-pressing tasks in expert fashion.

The Most Successful Candidate:

- Is an over-communicator given the remote nature of the work.
- Understands the importance of, and is comfortable with, flagging priority changes to key stakeholders.
- Feels at ease working remotely with team members across multiple time zones.
- Is comfortable exploring and proposing creative and innovative solutions to problems.
- Is committed to continuous improvement in their work and the organization's.
- Values the commitment to economic justice for all and the need for targeted universalism.
- Is intellectually curious and willing to learn.
- Has demonstrated commitment to fundraising supporting systemic change and narrative change to increase economic security and asset building.

Location for Work

The Membership Manager would work remotely from their home or leveraged office space with the ability to work with staff across the four time zones in the continental United States.

Compensation

This is an exempt employment position.

Salary Range

This position starts at 100% of full-time employment which is equivalent to \$75,000 - \$85,000 plus benefits. A negotiated salary will reflect experience and is not tied to salary history.

Benefits

Benefits include an employer 401K contribution (5% of salary), health expenses reimbursement (QSEHRA) up to \$6,350 for the employee without dependents and up to \$12,800 per employee with a dependent, home office expense reimbursement (up to \$2,500 per year), unlimited PTO, short term and long term disability, sick leave, and more.

Term

This position will begin March 3, 2025 and will continue dependent upon performance and continued funding. At least 70% of job functions must be completed during regular business hours in your primary time zone.

Maximum hours of work

This employment contract is for full time, estimated to average 126 hours per month, anticipating that some months will have greater or lesser hourly requirements to meet deadlines or perform the required work at the necessary professional standards.

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 via our [application portal](#). If you face any issues in submitting your application, feel free to reach out to us via email at employment@assetfunders.org making sure to reference the position title in the subject line of email. Candidates will be reviewed on a rolling basis until the position is filled.