



DIRECTOR OF MEMBERSHIP ENGAGEMENT
Morgantown, West Virginia

Position Description

Summary: Philanthropy West Virginia (Philanthropy WV), West Virginia's philanthropic leadership organization, seeks applications for the position of Director of Membership Engagement.

Philanthropy WV relies on its staff to provide the utmost quality and excellence in serving the philanthropic sector, our partners, and advancing our vision that West Virginia has thriving communities, due in part, to a strong and vibrant philanthropic sector.

In partnership with the President and CEO and other staff, this position is responsible for designing and implementing efforts to retain members, attract new members, and engage members with innovative and relevant sector education programming and member services.

This is a full-time exempt position in a growing, dynamic philanthropic leadership network and reports directly to the President & CEO. Philanthropy WV is committed to practicing and advancing equity and inclusion that creates a stronger philanthropic network and West Virginia communities.

PRIMARY RESPONSIBILITIES

Programs- Leads the logistical and administrative aspects of Philanthropy WV produced programs, Annual Conference, and various meetings and briefings, including:

- Works with CEO and any committees to develop program plans and agendas, recruits speakers/presenters, hosts (in-person and/or virtual), develops other necessary documents
- Assists in all activities related to conducting Philanthropy WV or program partner special events, processes registrations, works with event venues and online virtual platforms (Zoom, etc.)
- Serves as the coordinator/program lead for the Annual Conference, working with the Philanthropy WV team and Board of Directors
- Facilitates program evaluations for attendees, archiving of program planning records, and services
- Identifies next steps for future programs and services to recommend to staff and committees
- Leads program registration activities including, but not limited to: responding to phone, website, and email inquiries, sending confirmations, and dealing with walk-in registrations

Membership Retention & Recruitment:

- Works with the CEO and Membership Committee to ensure a strong membership retention rate
- Responds promptly and thoroughly to member inquiries and requests, completing necessary research to provide information and resources

Marketing & Communication:

- Collaborates with the CEO to develop and distribute appropriate communications to promote programs, services, and activities to members in line with the annual communications plan
- Works with consultants to develop and maintain current marketing materials for prospective members, partners, and/or presentations
- Oversees Philanthropy WV's program postings and announcements online via our websites and social media in collaboration with staff
- Collaborates with CEO in developing, proofreading, and producing Philanthropy WV publications and program announcements

EXPECTATIONS

- Works closely with the team to foster and monitor program production, participation, member engagement, and satisfaction
- Works closely with team and event/project consultants to produce large-scale events and special meetings
- Stays informed about members' grantmaking activities, philanthropic resources, and trends
- When authorized, represents Philanthropy WV at selected regional and national events to expand knowledge, contacts, gather program ideas, and membership prospects
- Must be able to travel throughout West Virginia, and out of state on occasion for regional and national conferences
- Performs other related duties as assigned

Qualifications:

- Minimum of bachelor's degree recommended with an equivalent 2 years related work experience, ideally, in the nonprofit, philanthropic, or business sector with an interest in the nonprofit and/or philanthropic sector
- Experience with developing educational programs desired
- Excellent interpersonal, communications, organizational, and writing skills, as well as ability to multitask, manage details, and effectively work on multiple programs/events
- Experienced in using software and technology proficiency across platforms: G-Suites, MS Suites, WordPress, website CRM, etc.; and management and use of online platforms/videoconferences
- Must be equally comfortable working independently, as well as part of a small team
- Demonstrated interest in building stronger West Virginia communities, nonprofits, grantmaking organizations, and philanthropy preferred

Work Environment

- Work is hybrid and is performed at our office in Morgantown, remotely, and when compliant with healthy safety precautions on-site at conference, program, and meeting venues throughout the state.
- Potential for flexibility for remote work options are available.

Compensation:

- Salary range is \$55,000 to \$65,000/year
- Competitive benefits package: health, dental, and life insurances
- After six months of service, an annual 3% of salary contribution to 401K
- Generous PTO allotment and health holiday schedule

To Apply:

Email your Resume and Cover Letter to: careersearch@philanthropywv.org. The application deadline is **Friday, March 10, 2023** or until the position is filled.

About Philanthropy WV: Philanthropy West Virginia connects the Mountain State's diverse network of philanthropic funders. We strive to inspire community-driven solutions across the state reaching both urban centers and the most rural areas in Appalachia. This advances our mission of *"Strengthening Philanthropy in the Mountain State."* Philanthropy WV is committed to an inclusive and diverse team, working environment, and members network. Philanthropy West Virginia is an equal opportunity employer.