



## Job Announcement Senior Membership Coordinator

### **About CNPS**

The California Native Plant Society (CNPS) is a statewide non-profit conservation organization ([www.cnps.org](http://www.cnps.org)) founded in 1965, with more than 10,000 members in 35 chapters across California and Baja California Mexico. The mission of CNPS is to increase understanding and appreciation of California's native plants and to conserve them and their natural habitats through scientific study, education, advocacy, horticulture, and land stewardship.

### **Job Summary**

The California Native Plant Society (CNPS) is seeking a Senior Membership Coordinator. This is a permanent full time, non-exempt position that reports to the Development Director. This position requires a thoughtful, detail oriented, and computer savvy individual to oversee and expand the CNPS membership program. CNPS has more than 10,000 members across California and a growing monthly giving program. This position is a highly valued member of the Development team responsible for maintaining good relationships with members and strengthening the foundation for membership growth.

### **Duties and Responsibilities**

#### **Membership Program Management (70%)**

1. In collaboration with the Development Director, develop and implement an annual work plan for the CNPS membership program that leads to growth in the number of members and revenue raised
2. Develop written materials for direct mail and email/online solicitation and cultivation, including renewals, new members, and lapsed members
3. Play a lead role in donor cultivation by thanking donors via phone/mail/email, supporting the cultivation efforts of senior staff, and promptly addressing inquiries from CNPS members and the public
4. Support the membership activities of CNPS's 35 chapters across the state
5. Analyze membership program activities and results to guide program expansion
6. Coordinate CNPS involvement in special efforts to secure donations, such as EarthShare and the Big Day of Giving

#### **Membership Administration (30%)**

1. Ensure accurate and timely processing of incoming memberships and donations
2. Ensure timely gift acknowledgements and thank-you letters
3. In cooperation with Finance staff, ensure donor database reconciles with financial records
4. Maintain/update membership records and donor information in Raiser's Edge and Luminate databases
5. Extract mailing lists from Raiser's Edge to support membership program activities and membership benefits delivery
6. Sort and process incoming donation-related mail and packages
7. Maintain supplies of membership materials such as paper stock, member cards, stickers, and SWAG

#### **General**

1. Maintain positive and professional relationships with CNPS donors, volunteers, board, and staff
2. Other duties as required

### **Desired Skills and Qualifications**

- Bachelor's degree with a minimum of three years of experience in a membership/development role, preferably in a non-profit organization
- Ability to write clear and compelling communications to inform and persuade
- Proficiency with fundraising software/donor databases, preferably Raiser's Edge
- Excellent interpersonal skills, phone etiquette and customer service skills
- Ability to think critically and make decisions based on available information
- Knowledge and experience with PC-based computer systems, Microsoft Office, and email
- Ability to prioritize and complete multiple tasks in a timely manner
- Genuine passion for native plants and a desire to share that with others

### **Physical Requirements**

This job requires prolonged sitting and use of computer and mouse, as well as some standing. The moving and handling of small boxes within the office with the assistance of a dolly and the ability to lift and hold up to 20 lbs. is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Additional Information**

- Work location is at the CNPS office in Sacramento or in Berkeley, California.
- Work time is generally Monday through Friday 8 AM to 5 PM, with some flexibility.
- A valid California driver's license and proof of car insurance are highly desired.

### **Compensation and Benefits**

CNPS offers very competitive compensation commensurate with experience. CNPS provides a very generous benefits package, paying 100% of employee premiums for health, life, dental, and vision insurance with low cost family coverage options. CNPS offers a 401K retirement plan with up to 6% matching contributions. Annual paid leave benefits include 12 holidays, 12 sick days and generous paid vacation.

### **Equal Opportunity Policy**

It is CNPS's policy to afford equal employment opportunity to all persons. This policy demonstrates CNPS's commitment to creating a diverse and inclusive environment that values the different perspectives that diversity fosters. To better understand the demographic profile of CNPS applicants, we request candidates to fill out the volunteer questionnaire that is part of the application form. Your responses will remain confidential, anonymized, and not shared with the hiring committee.

### **To apply**

Submit a resume and cover letter. Review of applications begins immediately and will continue until the position is filled.

[Click here to apply](#)

*CNPS is an Equal Opportunity Employer and candidates from diverse backgrounds are encouraged to apply.*