



Membership & Communications Coordinator

TOGETHER Bay Area seeks an organized and resourceful **Membership & Communications Coordinator** with excellent communications skills to support and contribute to the team. The Coordinator manages two primary fundraising campaigns, logistics for meetings, the organization's communications including newsletters and social media, and the online Jobs Board. The Coordinator is detail and service oriented, and they like learning curves and connecting with people.

This is an opportunity to:

- Contribute to the transformational changes we need for climate resilience and social equity.
- Contribute to TOGETHER Bay Area's operations and programs in a way that is collaborative, transparent, positive, relationship-centered, and joyful.
- Learn a lot about coalitions, systems change, and a range of topics including environmental justice, land stewardship, policy and funding, and so much more.
- Work closely with a team of collegial professionals who are passionate about the work they do and having fun while doing it.

The Membership & Communications Coordinator plays a critical role in building the organization's long-term sustainability. The Coordinator reports to the Executive Director.

Organization Background

TOGETHER Bay Area is a regional coalition of nonprofits, local Native American tribes and organizations, and public agencies working for climate resilient lands – including lands that are natural, working, rural, and urban – and social equity.

Founded in 1990 as the Bay Area Open Space Council, the organization went through a significant rebuilding in 2018-2019, which resulted in a new organizational, strategic, and business plan. The organization was renamed and relaunched in January 2020 and has grown significantly since then. The organization strikes a balance between proactive leadership for the mission and responsive services to the members' needs through the two programs: advocacy and convening. TOGETHER Bay Area is now seen as an influential voice for nature-based and equity-centered solutions to the climate crisis with over 70 member organizations and growing.

The organization is currently investing in its sustainability through strengthening its governance model and building the team of staff and contractors. The team consists of two new staff people - an Associate Director of Programs and a Membership & Communications Coordinator - and contractors including a policy consultant, conservation strategy consultant, event planners, and other program and operational support.

Compensation and Benefits

The annual salary range for this position is \$75,000-85,000 depending on experience. This is a full-time, salaried position. We offer a flexible and family-friendly work environment including generous vacation and wellness days, 13 paid holidays, and 3 weeks of paid office closure (one week in July and two weeks in December). Financial support provided for individual professional development activities. Monthly stipend is provided for Internet and cell phone expenses. Health and dental benefits can be negotiated. The successful candidate also has the opportunity to join an employer-sponsored retirement plan.

We are fostering a workplace that: creates a sense of *belonging*, centers *equity*, builds *trust* between the team and with the members, constantly *learns* and adapts, and creates opportunities for *joy*.

Outcomes

The Membership & Communications Coordinator is successful when these outcomes are achieved:

- Fundraising campaigns (i.e., membership campaign in the fall and conference sponsorship campaign in the spring) meet their goals and the process to renew/join is easy to understand and follow.
- The organization's communications (i.e., newsletters, website, event promotions, etc) are on brand and support organizational goals.
- Meeting logistics are smooth and create a welcoming experience for everyone.
- TOGETHER members perceive that the TOGETHER programs are valuable to them and their organization.*
- TOGETHER members trust the TOGETHER team to carry out the mission of the organization and serve the full membership.*
- The TOGETHER team of staff and contractors is positive and productive.*

*shared outcomes with all team members

Responsibilities

- Manages many logistical and operational details supporting the timely implementation and progression of TOGETHER Bay Area projects.
 - Participates in the design and plan two fundraising campaigns: the annual membership campaign (in the fall) and conference sponsorship campaign (in the spring). Includes key messages, website updates, creating and managing online forms, and coordination with the accounting team.
 - Serves as the key point of contact for current and prospective members, and for conference sponsors. Provide relationship-centered service while answering questions, providing information, and facilitating a smooth process for collaboration.
 - Tracks campaigns and produce reports for the team, board of directors, and finance committee. Reconcile fundraising with the accounting team at Blue Fox Accounting.
 - Writes and publishes TOGETHER communications including twice-monthly members bulletin, monthly newsletter, website updates, and social media using MailChimp, Wordpress, and social media.
 - Designs and implements communications campaigns to thank members and sponsors for their support.
 - Maintains lists of program participants and member organizations in MailChimp, Google Groups, Google Calendar, and other platforms.
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Responsibilities (continued)

- Coordinates the logistics for meetings. Includes calendar invites, space rental, catering, AV and equipment, Zoom links, and clear, easy to follow emails with attendees. Also includes participating in the development of agendas and materials with other staff members. Examples of meetings are: board meetings, committee meetings, webinars, working groups, and field trips. Note that TOGETHER staff manage their own calendars.
- Organizes shared files using a combination of Dropbox and Google drives. Uses existing TOGETHER systems or develops new systems to organize projects and files, keep records, maintain shared photo libraries and shared presentation libraries, etc.
- Interacts with members and partners to post jobs to the online Jobs Board and promote the Jobs Board via newsletters and social media.
- Participates as a core member of the TOGETHER team of staff and contractors, serving as a conduit for information sharing and collaboration. Provide support on TOGETHER projects and to teammates as needed.

Preferred Qualifications

Experience

- At least 3-5 years of working in a nonprofit organization.
- Experience on fundraising, nonprofit communications, and administration or operations.
- Experience with meeting and small event planning.
- Experience in some kind of service role.

Competencies

- Efficient, proactive, resourceful, and well-organized.
 - A people person who is service oriented with a 'can do' attitude.
 - Strong communications skills including written and verbal, and ability to write engaging content.
 - Calm under tight deadlines; adapts quickly to plans that might change.
 - Ability to juggle multiple priorities and to communicate effectively with teammates about deadlines, problems, and successes.
 - A team player who wants to contribute to a positive and productive team.
 - Knowledge of Google Suite, Membership Works, Wordpress, Zoom, Dropbox, social media platforms.
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Additional Information

TOGETHER Bay Area is an Equal Opportunity Employer.

TOGETHER Bay Area is guided by its Framework for Justice, Equity, and Belonging. Recruiting and retaining a diverse team of staff and contractors is a high priority at TOGETHER Bay Area. TOGETHER Bay Area does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, genetic information, disability unrelated to job or admission requirements, or veteran status.

Location

The TOGETHER Bay Area team works remotely within California, and ideally within reasonable driving range of the Bay Area and Sacramento. We plan to hold all-team overnight retreats in person twice a year. The Coordinator should be prepared to meet in person with TOGETHER colleagues at events, meetings, or outings once a month on average. We maintain a mailbox in Berkeley. We do not have an office, but we have budget for co-working space rental for staff members if desired.

Disclaimer

This job description is not intended to be an all-inclusive list of duties and responsibilities of the position. The Membership & Communications Coordinator may be assigned additional duties in support of the team.

To Apply

Please submit your application including a cover letter and resume via email to HR@togetherbayarea.org. In your cover letter please describe your experience juggling multiple priorities at once. Include "Coordinator application - Your Name" in the subject line.

The position is open until filled.

www.TogetherBayArea.org
@TogetherBayArea

