



Member Development Specialist

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About GEO

GEO is a diverse community of more than 500 grantmakers working to reshape the way philanthropy operates. We are committed to advancing smarter grantmaking practices that enable nonprofits to grow stronger and more effective at achieving better results. The GEO community provides grantmakers with the resources and connections to build knowledge and improve practice in areas that are proven to be most critical to nonprofit success. GEO does this by developing conferences and peer learning programs, producing original research for publications and other resources, and providing networking tools to connect members with like-minded peers. For more information visit www.geofunders.org.

Position Description

The member development specialist works as part of GEO's membership team to grow the size of the GEO community through prospect research, pipeline development and external representation. The member development specialist will conduct research of segments of the existing GEO community to determine trends across the membership and identify promising prospects. Additional duties include upgrading the prospect pipeline and managing the recruitment process for hundreds of potential members, developing recruitment campaigns that involve other staff and board members, collecting and analyzing membership data to inform recruitment activity planning, and activating a group of committed volunteers to aid in recruiting their peers. The member development specialist will also maintain a strong external presence through attending events in the philanthropic field, meeting with prospects in person and virtually, presenting GEO information sessions and managing and working at GEO exhibit booths. This position reports to the director of member engagement.

How to Apply

Interested applicants should submit a resume and cover letter to hr@geofunders.org with the subject line: GEO Member Development Specialist. Applications must be received by February 9, 2016. We will not consider applications without a cover letter. In your cover letter please address the following:

- Where did you see you the position posted?
- Why are you a good fit for this position?
- How you've contributed to securing a major membership or sale in a professional setting?
- What appeals to you about working at GEO?

If you were working with us, here are some of the things you would have done last week

- Sought out lists of grantmaking members of other organizations and researched each to determine their fit for GEO

- Proactively contacted a handful of prospects to set up calls or meetings to assess their needs and develop customized recruitment plans
- Made requests of other GEO staff members to follow up with prospects on their lists to maintain momentum in the decision-making process about membership
- Presented a GEO informational webinar
- Applied to exhibit at an upcoming philanthropy conference on behalf of GEO and managed the logistics for the event
- Used 2015 recruitment data to develop a strategy for working with GEO's board to recruit more members
- Attended the first staff meeting of the year to hear updates on the organization's work plan for 2016

Qualifications

- Experience presenting and speaking externally to help an organization reach its goals
- Demonstrated excellence in verbal communication with a range of stakeholders
- Proven project management experience, including attention to detail and ability to manage multiple relationships simultaneously
- Ability to be a self-starter and team player
- Background in membership recruitment or business-to-business sales
- Bachelor's degree and three to five years of relevant work experience
- Commitment to and experience working in the nonprofit sector preferred
- Experience with Salesforce database preferred

Salary and Benefits

GEO offers a competitive salary (high \$40Ks) and a generous benefits package, including 100 percent employer paid health insurance, three weeks of vacation, twelve sick days and a generous employer retirement contribution, along with a Metro accessible location in downtown D.C.

Grantmakers for Effective Organizations is an equal opportunity employer. GEO is committed to equal employment opportunities in recruitment, hiring, promotion, training, compensation and disciplinary action with regard to the terms and conditions of employment. GEO does not discriminate on the basis of race, religion, national origin, color, age, sex, disability, veteran status, sexual orientation, gender identity, marital status, personal appearance, family responsibilities, matriculation, political affiliation or any other legally protected characteristic.