

# The Crane Institute of Sustainability

## *Intentional Endowments Network*

### **Title: Membership Manager**

**Salary range:** \$60,000-65,000

#### **Job Description:**

The Membership Manager is a key member of the team for the Crane Institute of Sustainability, and its flagship initiative, the **Intentional Endowments Network (IEN)**. The Membership Manager leads in the strategy development, stewardship, and growth of IEN's membership. The position encompasses leading both network growth (new members) and network engagement (current members). The Membership Manager contributes to IEN's strong culture of collaboration and excellence, with opportunities to take on high-level responsibilities quickly and build a strong network of leaders in the fields of sustainability, finance, higher education, philanthropy, and civil society. This is a great opportunity for a strategic, collaborative, and entrepreneurial leader who knows how to grow and manage a network of diverse stakeholders. The position calls for a creative, entrepreneurial spirit and someone who is adaptive and collaborative to work with our small but highly effective team.

Crane defines sustainability in a holistic way, centered on advancing equity, racial justice, and ensuring all people's capacity to meet their needs and lead fulfilling lives are not undermined. The events of 2020 have sharpened our understanding of how current and historic social structures perpetuate inequality, and drive ecological breakdown. The ideal candidate will bring a solutions-oriented, systems-thinking perspective to lead transformational change to create an equitable, low-carbon, and regenerative economy.

#### **Responsibilities**

Responsibilities include but are not limited to:

##### **Strategy Development**

- Collaborate with senior staff to lead the planning, management, and implementation of IEN's membership services strategy
- Translate strategy into operational plans that are feasible and effective
- Set short-term and long-term goals for IEN membership
- Refine and track metrics and KPIs for measuring network health and member engagement

### **Member Stewardship & Engagement**

- Steward relationships with current and potential members through regular contact via emails, phone calls, and in-person meetings
- Define and execute strategies to increase community engagement, fostering authentic, trust-based relationships between and among members
- Create, lead and manage the annual membership survey process, as well as other short surveys throughout the year and analyze the results to provide feedback to colleagues and the Network
- Work with the program team to engage members on the topic areas most relevant to them, including planning and delivering webinars, blog series and thought-leadership opportunities for members
- Provide administrative support for membership engagement (e.g., scheduling, note-taking for member meetings, working group calls)
- Lead outreach to engage members on specific program-related opportunities (e.g. DEI investing commitments, net zero portfolio commitments, ESG options in retirement funds, engagement with student managed funds, and shareholder engagement opportunities)
- Bring a DEI lens to member engagement, helping to ensure the Network is advancing DEI in terms of membership makeup, leadership, and engagement.
- Enhance and oversee the organization's CRM system, managing member profiles and relevant data in Nation Builder
- Act as primary point of contact for a portfolio of members while simultaneously supporting the member portfolios of other colleagues

### **Membership Outreach**

- Oversee the growth of the network, including leading recruitment efforts, and maintaining a pipeline of potential members to increase the number of paying members and the impact of the Network
- Develop and maintain member prospect lists
- Draft content and manage the development of collateral materials for membership outreach to be used by the candidate and the team, including 'pitch decks', mailings, e-blasts, individual communications
- Leverage the organization's existing relationships and Network members to engage relevant individuals in their professional networks to join IEN
- Represent IEN at conferences and build strong personal relationships with members and potential members of the Network

### **Other responsibilities**

- Collaborate with other IEN team members to support communications and marketing
- Support cross-functional projects as needed

## **Qualifications**

The ideal candidate will possess the following qualifications:

- 5+ years of relevant professional experience
- Excellent strategic thinking skills

- Proactive, self-starter with demonstrated effectiveness in business development / sales / marketing
- Highly collaborative with excellent communication skills
- Demonstrated experience building and maintaining relationships with a diverse range of stakeholders
- Entrepreneurial and comfortable working in a small team with some remote team members
- Ability to travel
- Interest in or knowledge about topics related to ESG, SRI, impact investing, higher education, and/or sustainability
- Experience with network management, strong relationship stewardship skills

*Research shows that while men apply to jobs when they meet an average of 60% of the criteria, women and other under-represented groups tend to apply only when they check every box. If you think you would thrive in this role but don't necessarily meet every point in the job description, please still apply.*

## **Compensation & Organizational Culture:**

The salary range for this role is \$60,000-\$65,000 commensurate with experience. Crane offers competitive health benefits and disability insurance, generous vacation and time-off policies, and a 403b plan (though with no matching at this time).

This is a remote position. Our team currently works remotely from home with most of the team lives in Massachusetts and one staff member in Seattle. Once it is safe to do so, we will resume regular (~monthly) in-person team meetings, and potentially a return to flexible co-working space.

Our team is highly motivated, effective, and strategic; and we put great value on our personal health and well-being. We work 40-hour weeks, generally 9am-5pm, but with flexibility to adjust working hours to fit your needs. We aim to foster a culture of openness, collaboration, respect, and generosity. We are team players who support each other as we work together and with a broad range of members and partners to advance positive change for an equitable, low-carbon, and regenerative economy.

## **Process for Applying:**

Send a cover letter and resume to Julia Parker at [julia@intentionalendowments.org](mailto:julia@intentionalendowments.org). This position will remain open until filled; the ideal candidate will be invited to start immediately. Our ideal timeline is to hire for this role in July or August 2021.

## **About IEN**

The Intentional Endowments Network is a non-profit, peer-learning network advancing intentionally designed endowments – those that seek to enhance financial performance by making investments that advance an equitable, low carbon, and regenerative economy. Working closely with leading organizations, the network engages leaders and key stakeholders from higher education, foundations, business, and nonprofits. It provides opportunities for learning and education, peer networking, convening, thought leadership and information exchange around a variety of strategies (e.g., ESG integration, impact investing, and shareholder engagement).

There are currently over 185 members of IEN, including college and university endowments, foundations, and other asset owners; leading investment consulting, Outsourced CIO, and asset management firms; and nonprofit partners.

[www.intentionalendowments.org](http://www.intentionalendowments.org)

*IEN is an initiative of The Crane Institute of Sustainability, a tax-exempt 501(c)(3) non-profit based in the Boston area.*

*Crane is an equal opportunity employer and does not discriminate in employment and personnel practices on the basis of race, color, religion, sex, gender identity, sexual orientation, military status, national origin, age, disability or genetic information, or any other basis prohibited by applicable law. Women and members of all racial and ethnic groups are encouraged to apply.*