

Job Opening

Membership and Outreach Coordinator

with Friends of Nevada Wilderness



FRIENDS of NEVADA WILDERNESS

Location: Based in the Reno/Sparks office with occasional overnight travel

Supervisor: Director of Development

Employee Classification: Full-Time, Exempt

Schedule: Flexible 40-hours mostly within standard business hours with occasional evenings or weekends for events

Application Deadline: Open until filled

Purpose of Position: The Membership and Outreach Coordinator works closely with the Director of Development to help manage the organization's supporters and donors in the following ways:

- Establish an annual membership plan, including revenue projections.
- Responsible for developing membership programs and benefits, soliciting and attracting new members, retaining members and expanding participation, identifying new benefit offerings, achieving revenue goals, database management and member communication and engagement strategies, and produce regular gift reconciliation reports.
- As the lead on membership, responsibilities include organizing events, giving days/fundraising drives, training necessary staff members and volunteers, and crafting communication for regular and social media channels to support the event. Ensure a membership component is present in all Friends of Nevada Wilderness events.
- Take initiative to ensure website is current; including the Contribute, Donate, Shop, and Event pages.
- Maintain inventory and process merchandise orders.
- Member of Communications Team: assists with media for northern Nevada, e-news content, press releases and email updates for Friends of Nevada Wilderness events, action alerts, and other northern Nevada content.

Skills and Abilities: Someone who enjoys people and can display and cultivate enthusiasm for the membership program, with a preference for someone with a knowledge of public lands issues facing wild Nevada. Attention to detail, fiscal competency and critical thinking skills required. Solid writing and editing skills. Intermediate computer skills, including Microsoft Office Suite, and database management experience; knowledge of social media platforms and their best-uses; and experience with updating and maintaining a website or blog. Ability to sit or stand for periods of up to four hours and lift up to 10 pounds.

Experience and Education: Three to four years in a position working directly with the public and/or coordinating volunteers. Experience maintaining a database with 5,000+ records. College degree or comparable work experience required.

Compensation: \$40,300 to \$45,500, dependent on experience and skills, plus generous benefits package including 100% employee company-paid health/vision/dental premiums and long-term disability premiums, IRA match, and paid time off package including 14 annual Holidays, 12 accrued Vacation Days, and 12 accrued Sick and Wellness Days.

To Apply: Email your cover letter, resume, and three professional references with the subject line 'Membership and Outreach Coordinator' to employment@nevadawilderness.org. No phone calls, please.

Justice, Equity, Diversity, and Inclusion

Friends of Nevada Wilderness is proud to be an Equal Opportunity Employer, and is committed to being a place where a diverse mix of talented people want to come, to stay, and to do their best work. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Employer of National Service

We support service to community, with national and international impact, and the ability to make a difference. As an Employer of National Service, we encourage former AmeriCorps and Peace Corps service volunteers to apply with us.