



Membership Events Program Manager

Organization Mission and Vision

The Young Nonprofit Professionals Network of Washington, DC (YNPNdc) works to elevate, energize, and educate the Washington DC Metro nonprofit community by sharing resources, building skills, and fostering connections.

YNPNdc is an independent 501(c)(3) organization, affiliated with the Young Nonprofit Professionals Network (YNPN), which serves more than 50,000 members and includes chapters in more than 40 cities. Our vision is an inclusive community of forward-thinking and inspired professionals equipped to lead the nonprofit sector.

Position Overview

The Membership Events Manager will oversee special events for YNPNdc members and promote YNPNdc membership at regularly scheduled public events.

Primary Responsibilities

- Plans and executes four Members-only events per year, in collaboration with other Committees.
- Implement post event satisfaction surveys where applicable.
- Identifies DMV area events that fit the interests of our Members, collaborates with Communications Team to market these events in the Membership newsletter or special correspondence
- Works closely with the Communications team to promote YNPNdc events to Members
- Attend 2 YNPNdc events per month in order to promote membership among attendees and check in with current members about their experience
- Promote Membership via prepared elevator pitch points during events to non-members

Secondary Responsibilities

- Assist with managing membership database and web pages.
- Responds to membership inquiries as needed and makes updates to accounts as needed (ie canceling memberships).

Preferred Qualifications

As a young professional organization, YNPNdc is committed to providing opportunities for young and/or aspiring nonprofit professionals to develop the skills needed to advance their nonprofit careers. As such, the qualifications below are not required to apply for the position, but applicants should have interest in gaining experience and/or further advancing their knowledge in these areas:

- Strong written and verbal communication skills
- Community engagement, marketing, communication or membership experience is a plus
- Strong customer service skills
- Interested in the nonprofit field and YNPNdc's mission and vision.
- Ability to dedicate time to the position and organization (4-8 hours/month)



Volunteers will begin in October 2024 and are expected to serve a 12-month term. Applications are due Sept. 19.

Apply at <https://forms.gle/35M6PTwpZR65KuWf6>