



Membership 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 Manager will oversee the development and management of YNPNdc's membership. This position will be focused on the profile management and communication with current and new members. This position will also focus on the onboarding of new members and managing the membership community's needs. The Membership Manager will also work closely with various committee leads and the Board of Directors to provide recommendations on what member needs are.

Primary Responsibilities

- Oversees the development and maintenance of the membership program
 - Develop the membership strategic plan for the year
 - Implement membership levels and benefits
- Maintain the membership database and membership related web page content
- Increase retention and engagement touchpoints
- Work closely with the Membership Committee to evaluate the value of the Membership Program and identify new opportunities to add value through additional benefits
 - Marketing email campaigns and other forms of outreach/community building
 - Special swag items, etc.
 - Sharing jobs, special experiences, etc.
- Works closely with Membership Committee to create monthly Membership report and assist with other Membership related reports to the Board.
- Attend 2 YNPNdc events per month in order to promote membership among attendees and check in with current members about their experience
- Provide analysis of past, present and future membership trends

Secondary Responsibilities

- Serve as the administrative point of contact for current and incoming members
- Serve as the committee lead for the Membership Committee
- Assist membership committee with retention and engagement efforts

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
- 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>