



NPCNYS Membership Manager

The Neighborhood Preservation Coalition of New York State, Inc. (NPCNYS) is a statewide membership organization of community-based, not-for-profit housing companies and other interested parties committed to revitalizing New York State's urban and suburban areas. The Coalition provides information on state and federal housing policies, networking opportunities, advocacy services and technical assistance to its members.

Membership Initiatives Program

Coordinate and manage NPCNYS's Membership Initiatives program which includes:

- Recruitment and Member relations - Systematically cultivate our relationships with existing and new members by regularly reaching out to and/or visiting members, attending their events, promoting their work in NPCNYS publications, on our web site and at our events, and coordinating and providing customized technical assistance and support.
- Develop and manage a "Member connectivity" scorecard to annually track our relationships with each member.
- Manage membership broadly, overseeing all of our membership programs and services; ensuring systems allow high levels of member engagement; and organizing membership meetings, including the convention and annual meetings.
- Create and implement strategies, initiatives, and procedures related to membership

Duties and Responsibilities

Serve on NPCNYS's management team with the Executive Director. Responsibilities include:

- Plan and Facilitate NPCNYS Staff and Board meetings /Retreats / Outings
- Proposal development and grant administration – responsible for searching and responding to grant opportunities that meet the needs of our members; administering existing grants
- Create and implement member engagement plans, including any necessary outreach and social media plans
- Maintain the membership database
- Assist the Executive Director in the development of new membership initiatives
- Attend Legislative meetings as necessary
- Promote the work of the membership
- Other membership related duties as assigned



Qualifications

- Bachelor's degree and three years' professional experience. A Master's degree can be substituted for one year of experience
- Ability to think and work independently
- Experience in developing marketing and outreach plans
- Excellent written and verbal communication skills, including public speaking
- Ability to manage time effectively and prioritize tasks
- Ability to travel up to 15% of the time
- Proficient use of the Microsoft Office suite of products

This is a part-time (28 hours/week) position with an annual pro-rated salary of \$38,500. Medical benefits (Health, Dental, Vision) and paid sick and vacation leave are available.

Please submit your application materials, including a resume and cover letter, to the attention of Cara Long Corra at [c.long \[at\] npcnys.org](mailto:c.long@npcnys.org) by January 11, 2019.