

Tasha Tudor Society

Help Wanted

Membership and Outreach Director

Are you looking for an opportunity to work just a few hours a week for a small, friendly nonprofit in SE Vermont? Our Membership and Outreach Director maintains our member records in our donor database, processes gifts and runs our biannual member drives, while also maintaining our online presence via social media, email and web.

We are looking for someone who believes in our non-profit mission of inspiring and connecting people through Tasha Tudor's legacy of finding peace in the present, nurturing a sense of wonder and caring for the natural world. Someone who is able to work alone and remotely, or as part of a team. Someone who can accurately enter data and maintain our donor database (Little Green Light), and who can use that data to tell the story of our impact. Someone who can create compelling digital communications on a variety of platforms, and deliver top-notch customer service.

This position is based out of our Marlboro, VT office, with remote possibilities, and is ideal for someone who has other work, such as but not limited to an artistic business, running a farm or being a stay-at-home parent looking for a professional side opportunity. Expect about five hours a week, which varies month-to-month. Compensation is \$20-\$25/hour.

For more information on what we do, visit www.tashatudorsociety.org

Membership and Outreach Director Position Description

The position includes the following responsibilities:

Membership Director

- Accurately enter gift details in Little Green Light database including creation of new constituents, updating existing constituents, deduplication, letter type selection, support with gift batches, and letter revisions. Includes mailed checks, Little Green Light forms, and Paypal (~830 in 2021).
- Maintains proper documentation on all database procedures including gift processing manual.
- Recommend processes, policies, and draft procedures that enhance the gift administration function, and create efficiencies.
- Complete other duties and assume other responsibilities as requested.

- Posting event reports into database.
- Pick and mail thank you gifts with member thank-you letters as appropriate.
- Enter monthly sustainer donations into database based on shared Google sheet.
- Prepare four mailing lists a year.
- Prepare annual donor list to print in Spring Journal.
- Develop new thank-you gifts with co-workers annually and keep them stocked.
- Send monthly targeted renewal reminders via our donation software.
- Send renewal reminders via postcard twice a year.
- Draft and send up to five emails during the member drives (April & October.)

Outreach Director

- Recommend improved and evolving strategy for digital outreach
- Post at least once a week to Facebook/Instagram
- Community interaction on Facebook/Instagram
- Prepare one email newsletter a month
- Scan/photograph artwork and prepare for digital use
- Prepare results-based accountability reports
- Proofreading semi-annual *Journals* before publication
- Occasional website updates and creation of blog posts.

Customer Service

- Handle any donation issues that members report
- Reply to member emails
- Assist customers with online donation challenges
- Add notes in member files our database regarding any problems/requests

The following responsibilities will be reinstated once covid restrictions lift:

- 2-4 hrs in the office with co-worker(s) each week.

Membership

- Prepare checks for deposit
- Keep donation paperwork organized for one year before destroying
- Charge manual monthly sustainer donations

Misc. Office Tasks

- Be willing to lend a hand keeping the office clean and tidy
- Purchase supplies as needed, pick up envelopes, pick up and drop off mail at West Brattleboro post office.

Customer Service

- Answer phone
- Fulfill occasional online orders for back issues of the Journal, prints and postcards

Qualifications

A well-qualified candidate will possess the following:

- Interest in and passion for the Tasha Tudor Society's mission and core values.

- Ability to listen well, communicate, and relate to others personally and professionally.
- Effective verbal and written communication skills.
- Database management skills including tremendous accuracy and confidentiality.
- Strong project management skills; organized, detail-oriented, accurate, and efficient.
- Solution-oriented, highly motivated self-starter who can work well collaboratively and independently.
- Proficiency using basic software—Google Drive, Gmail, Zoom, Little Green Light, Wordpress, Constant Contact and ability to learn new software.
- Demonstrated ability to work well under pressure and manage work with shifting priorities and occasional tight deadlines.
- Prior non-profit experience.
- The interest and ability to grow and change as the position requires.
- Prior familiarity with developing programs, archival tasks, accreditation processes and fundraising are all pluses.

Compensation

\$20 to \$25/hr

Time Commitment and Expectations:

Position averages about 5 hours per week with at least a few hours of synchronous work time. After training, monthly one-hour Zoom meetings with co-worker(s). Currently remote. Applicants should be prepared to work in the Marlboro VT office one day a week once covid restrictions are lifted.

To apply:

Please submit a cover letter and resume