Membership Coordinator, New American Dream

**Position:** Membership Coordinator, Development Department and Responsible Purchasing Network  
**Schedule:** Mon-Thurs, 32-hour work week  
**Compensation:** Salary in low to mid thirties commensurate with experience, health insurance, four weeks paid vacation, pension plan after one year of employment.  
**Start Date:** ASAP

**New American Dream**  
New American Dream helps Americans consume responsibly to protect the environment, enhance quality of life, and promote social justice. The Development Department plays a key role in ensuring that the organization has sufficient funds to carry out programs and plan for growth. Primary sources of funding include: foundation grants, government grants, fee for service opportunities, and individual contributions. The Responsible Purchasing Network (RPN), a New American Dream program, helps institutional purchasers incorporate social and environmental considerations into procurement. Institutional purchasers, including federal agencies, state and local governments, colleges and universities, and large companies, represent tremendous purchasing power. RPN’s mission is to harness that power and shift purchases toward socially and environmentally responsible products.

**Membership Coordination**  
This position is shared 50-50 between RPN and Development. In addition to the specific duties outlined, this position will serve as the primary staff expert on our member database.

**Development Department**  
The membership coordinator will join the dynamic New American Dream development team in its efforts to grow the donor base for the organization. This position will report to the Development Manager and will play a key role in donor support, including tracking important information about individual donors, analyzing data about overall individual giving, and ensuring that donors are acknowledged promptly and correctly.

**Job duties:**
- Manage donor acknowledgement and fulfillment for entry level donors  
- Support e-appeals, offline appeals and other fundraising efforts with data pulls, analysis of donor lists and giving patterns, and other tasks.
- Maintain and update database of donor members including adding new data, cleaning records, combining duplicate records, and other regular tasks.
- Respond to donor inquiries and requests  
- Contribute to streamlining database maintenance and donor acknowledgement process by reviewing systems and making adjustments as needed and appropriate.  
- Coordinate with IT and Admin to ensure that systems are running smoothly

New American Dream may explore a new organizational database in 2009-2010 and the membership coordinator would be deeply involved in that process.

**Responsible Purchasing Network**
The primary job duty is to develop, maintain and promote the RPN membership program. This involves working with a growing global network of members that includes large corporations, government agencies, universities, hospitals, and non-profits that are seeking to green their procurement. The Coordinator reports to the RPN Director, and works with a team of RPN staff, consultants, fellows, and external advisors to coordinate programs that promote socially and environmentally responsible products to RPN members, clients, and other partners.

The Coordinator supports RPN’s overall green purchasing programs that promote green cleaning products, energy efficient office equipment, EPEAT registered computers, efficient lighting, environmentally friendly food services and drinking water, renewable energy, clean vehicles, environmentally preferable paper and other socially responsible and environmentally preferable goods and services.

Job Duties
- Recruit and maintain members in the Responsible Purchasing Network
- Support members via e-mail, phone, fax, web, and in-person
- Update and maintain RPN website
- Oversee RPN’s electronic member communications
- Manage the RPN newsletter
- Create RPN membership and marketing materials
- Represent RPN at events & meetings as needed
- Manage RPN events planning and events web page
- Manage annual member survey and report on the state of green purchasing
- Track and report on membership trends
- Support team in hosting international webinars with high visibility stakeholders
- Write news as needed for program website, newsletter, and announcements
- Coordinate with other Center for a New American Dream departments and teams as needed, e.g. Outreach, Marketplace, Communications, Development

This person may also have the opportunity to
- Contribute to program research and writing
- Hire and manage summer interns
- Co-manage RPN Externs and/or Fellows, and junior staff

Minimum Qualifications for position
- Bachelor’s degree in related field
- Minimum two years experience with membership management and/or an emphasis on environmental issues
- Familiarity with and commitment to New American Dream mission and values
- Ability to deal professionally and appropriately with members and donors, and to maintain confidentiality.
- Quantitative skills – must be proficient with Excel
- The ability to juggle multiple tasks simultaneously
- Excellent written and oral communication skills
- Keen attention to detail
- Strong computer and internet skills
- Ability to work independently and with teams
• Ability to innovate efficient internal administrative and operational processes

Proficiency in Microsoft Office applications, and working knowledge of on-line media and databases required.

To apply, please send a cover letter, resume, references, and one writing sample (no more than three pages) to:

Membership Coordinator
Attn: Kacey Thompson
New American Dream
6930 Carroll Ave, #900
Takoma Park, MD 20912-4466

or via email to Kacey@newdream.org Please, no phone calls.

New American Dream is an equal opportunity employer.