

Job Announcement: Development and Membership Specialist at PANO

Do you want to grow your development and membership relationship skills in a collaborative, fast-paced, and flexible work environment with a growing organization serving nonprofits all over Pennsylvania? The Development and Membership Specialist is one of five (5) vital staff positions that ensure that the Pennsylvania Association of Nonprofit Organizations (PANO) supports its 1,000+ members and other nonprofits around the state. Because this position provides vital support in bringing in the resources needed for PANO programming, successful candidates will demonstrate an ability to listen well to best understand the needs of members, partners, and financial supporters of PANO's work. We welcome candidates who want to contribute to PANO's current racial justice conversations.

The PANO team embraces creative thinking and experiments together to fulfill our mission in the most efficient ways available in today's work environment. This position is perfect for someone who enjoys building internal and external relationships while working collaboratively. The questions most asked by this position include: What resources are needed to support PANO's infrastructure and programming? How can PANO strengthen its financial position to best fulfill on our strategic priorities of nonprofit sector wellness and racial justice?

At PANO, we value the intersecting identities that candidates bring to the workplace. We welcome applicants from communities that have been historically excluded and marginalized.

ESSENTIAL RESPONSIBILITIES

Resource Development (50%)

- Implements PANO's fundraising strategies and goals, developing and implementing tactics to ensure the success of corporate fundraising, grant writing, and various annual appeals in support of PANO's programming.
- Actively solicits donations, tailoring the approach to each potential sponsor/donor.
- Sets up meetings to discuss larger corporate partnership opportunities for companies and PANO.
- Ensures sponsorship fulfillment and oversees gift acknowledgement.
- Reports on giving activities and results.
- Monitors the budget related to fundraising results.

Membership Recruitment and Retention (50%)

- Working with the Assistant Director, creates annual membership plans and oversees their implementation to meet strategic and budgetary membership goals.
- Identifies and targets specific groups and organizations for outreach efforts.
- Ensures timely and accurate monthly membership procedures such as membership mailings, acknowledgements, and the monthly membership report.
- Oversees database management and directs the creation of reports and related analyses needed for membership tracking and management.
- Coordinates partner benefit meetings and relationship-building, setting up systems to evaluate benefits through surveys, usage reports, and/or otherwise engaging members to determine benefit options to add or subtract.
- Conducts annual Member Benefit Webinar.

- Annually updates member applications, Member Snapshot and Annual Report.
- Monitors the budget related to membership.

WHAT WE ARE LOOKING FOR

Required:

- Minimum bachelor's degree nonprofit management or related discipline.
- 2-3 years of experience in development and/or membership management.
- Excellent oral and written communication skills.
- Experience in database management.
- Ability to work in an ever-changing environment—to change the wings on the plane while flying.
- Belief in PANO's Core Values.
- Ability to grow with PANO in providing a welcoming, inclusive culture that embraces intersecting identities.

Desired:

- The belief that anything is possible—together.
- Desire to engage in lifelong learning, both personally and professionally, including but not limited to growing into a managerial position.
- Passion for impacting the lives of others.
- Desire to be part of something bigger than yourself.
- A great sense of humor.
- Patience to be interrupted from work several times a day with the focus to keep on going anyway.

COMPENSATION AND BENEFITS

- This is a full-time, non-exempt position, paying **\$45,000** annually.
- We believe in work-life balance and are committed to providing the opportunity of working from home when possible.
- We provide 20 days off, 12 paid holidays and a flexible, family-friendly schedule.
- We provide medical (PPO) coverage with a 10% staff contribution, and access to dental, vision, and retirement options.

OUR HIRING PROCESS AND TIMELINE

- We will continue to review applications and conduct phone and Zoom interviews on a rolling basis until the position has been filled.
- Finalists will be invited to a second-round, in-person interview at our Harrisburg office located at 4801 Lindle Road, Harrisburg, PA 17111. At this face-to-face interview, we will ask candidates to provide two work samples created, and do some test work-related tasks (e.g., making a pitch to potential sponsor).
- Ideally, the selected candidate will start no later than January 1, 2022.

INTERESTED CANDIDATES

Interested candidates should submit a resume and cover letter. What PANO is looking for in the cover letter is the connection between a candidate's experience and the responsibilities of the Development and Membership Specialist.