

**JOB ANNOUNCEMENT
FUND DEVELOPMENT & MEMBERSHIP ASSOCIATE
FULL-TIME**

The Non-Profit Housing Association of Northern California (NPH), an affordable housing advocacy organization based in San Francisco, is looking for a detail-oriented and personable individual who is passionate about working collaboratively to improve systems and processes to support member and sponsor engagement and prospecting.

NPH is a nonprofit 501(c)(3) tax-exempt organization founded in 1979. We activate our members to make the Bay Area a place where everyone has an affordable and stable home. We are 750 affordable housing developers, advocates, community leaders and businesses. We work to secure resources, promote good policy, educate the public and support affordable homes as the foundation for thriving individuals, families and neighborhoods. Our vision is a future where everyone has a place to call home and where low-income communities and communities of color stay and prosper in the Bay Area.

We have a record of success passing legislation and winning ballot measures, and offer critical programs to strengthen our industry and movement. NPH is dedicated to advancing racial and economic equity and inclusion in the communities we serve, in our organization, and in the affordable housing industry and movement. NPH has over 20 staff members and a budget of \$5 million, with approximately 25% earned from memberships and sponsorships.

NPH is an Equal Opportunity Employer

NPH is committed to creating a diverse, equitable, and inclusive workplace and is proud to be an equal opportunity employer. We strongly encourage women, people of color, LGBTQ persons, people of different levels of physical ability, and all qualified persons to apply for this position.

Job Summary

The Fund Development & Membership Associate is a skilled professional responsible for supporting strategy coordination and execution for NPH's membership and sponsorship activities. The successful candidate will be detail-oriented and organized, have excellent written and oral communications skills, be highly tech competent and curious, be committed to quality work, thrive in fast-paced environments, and have a proactive and collaborative approach to learning and working with colleagues, members, and partners. The Fund Development & Membership Associate is a full-time employee supervised by the Fund Development & Membership Manager. NPH provides an exciting opportunity for a high-achieving individual committed to the nonprofit sector and affordable housing advocacy.

Duties and Responsibilities

Membership (30%)

- Execute annual membership drives, monitor membership renewal status, and update member contact information in Salesforce database under the guidance of Fund Development & Membership Manager.
- Update membership renewal and acquisition materials, including online forms and website acknowledgements.
- Support creation or update of membership marketing materials, including written appeals and welcome emails.
- Support NPH staff in developing and rolling out member-only committee and working group registration system.
- Respond to member requests for information and direct to NPH program information or appropriate staff.
- Research prospective members to grow NPH's membership base.
- Support Communications team to include membership messaging in digital communications.

Sponsorship (40%)

- Create and maintain sponsor prospect lists and reports in Salesforce.
- Draft sponsorship appeal materials with guidance from Fund Development & Membership Manager and in partnership with the Communications and Events teams.
- Update sponsorship materials, including online sponsorship forms and website acknowledgement with guidance from Fund Development & Membership Manager.
- Execute sponsorship drives for NPH's two annual signature events: Spring Affordable Housing Leadership Awards and Fall Affordable Housing Conference.
- Plan and carry out sponsor telephone and email outreach in coordination with the full NPH staff team.
- Support Fund Development & Membership Manager to track NPH Board Member sponsorship prospecting and outreach efforts.
- Ensure the timely creation of sponsorship materials through partnership with the Communications and Events teams (communicating sponsorship deadlines, timelines, goals).
- Act as liaison between Fund Development and Events & Programs teams to ensure collection and proper usage of sponsor collateral for acknowledgments and benefits.
- Research prospective sponsors to grow NPH's sponsorship base with guidance/direction from the Fund Development & Membership Manager.

Database/Systems (20%)

- Maintain and improve Salesforce database and related platforms with guidance and direction from the Fund Development & Membership Manager.
- Update and maintain member, sponsor, and donor accounts and contacts in Salesforce member database.
- Create custom reports and dashboards to monitor member and sponsor acquisition and retention trends.
- Support Fund Development & Membership Manager and Finance team to ensure smooth reconciliation of membership dues and donations.

Organization Wide Support (10%)

- Support NPH's organizational development priorities, and strategic plan implementation.
- Engage in NPH's team building and organizational culture building.
- Advance NPH's racial equity and member development programming.
- Support NPH's strategic communications, narrative shift and messaging, and NPH's policy advocacy and strategy.

Necessary Skills and Qualifications

Please note, we do not expect every applicant to have every skill and qualification listed here. A strong Fund Development & Membership Associate candidate will be passionate about our mission and possess about 80% of the skills listed below.

- Experience with database management, including data entry and creating and pulling reports.
- 2-4 years of Salesforce experience, including customization (in-house and with consultants) is preferred.
- Intermediate to advanced experience with spreadsheets, including conditional formatting, arrays, VLOOKUP, and pivot tables (or desire and aptitude to learn)
- Exceptional project and time management abilities, including planning and organizational skills, resourcefulness, and attention to detail.
- Direct experience in a related membership/fund development capacity is highly valued.
- Ability to build rapport with and relate positively to members, sponsors, and donors via telephone and email communications.
- Proactive communicator who identifies, communicates, and takes initiative to solve problems with appropriate guidance from their supervisor.
- Affinity for technology and ability to quickly learn new technologies, tools and processes. Experience working with project management tools such as Asana is a plus.
- Demonstrated experience building systems and processes.
- Strong written and in-person communication skills to work with a diverse range of staff and partners.
- Be able to communicate instructions and details clearly.
- Ability to work remotely and in-person in and across organizational teams.
- Background knowledge of Bay Area counties, cities, and communities is a plus.
- Passion for learning about affordable housing development and policies, and housing justice.
- Previous experience in a nonprofit organization preferred. Must be committed to racial and economic diversity, social justice, and affordable housing.

Compensation & Benefits

Salary range is \$70,000 to \$85,000. NPH offers an excellent benefit compensation package including medical and dental insurance, paid vacation, holidays and sick time, a retirement savings plan, and home office subsidy benefit.

Work Location and Safety Protocols

NPH staff are currently working in a flexible environment both remotely and in-office (located in downtown San Francisco). We currently do not require any regular in-person time at the office, but that may evolve and we do require in-person attendance a few times a year at annual signature events, staff and board retreats, and other member gatherings.

Application Process

Qualified applicants should email a resume and a cover letter to:

daniel@nonprofithousing.org with the subject header: ***Fund Development & Membership Associate.***

Although this position is open until filled; **we ask that interested candidates submit their applications by June 16, 2023.**