



Job Opportunity Membership and Development Manager

The [Massachusetts Association of Community Development Corporations](http://www.MACDC.org) (MACDC) is an association of mission-driven community development organizations dedicated to working together and with others to create opportunities for people of diverse incomes and backgrounds to access housing that is affordable, benefit from economic opportunities, and fully participate in the civic life of their community. We operate as a membership organization with over 100 members and associate members across the Commonwealth. MACDC's small, agile staff supports association members as they pursue the ambitious goals they have identified for their communities and pursues a policy agenda reflecting the interests of the entire sector.

Job Summary

The Membership and Development Manager will play a central role in ensuring that MACDC is able to provide high-quality support to our membership through direct support and resource development. The Membership and Development Manager will have knowledge of the community development field or an interest and willingness to learn and bring their expertise and experience to our field. This critical position ensures that MACDC is able to serve the needs of our members through technical assistance and peer learning, as well as assisting the organization in accessing the resources necessary to support our work. The funding we seek is primarily to support our member initiatives and training and technical assistance through the Mel King Institute.

The Membership and Development Manager is a full-time position. A successful candidate will be a highly organized individual able to effectively coordinate all aspects of managing and supporting our membership and maintaining and cultivating resource-generating relationships. They will assist the CEO in managing our fundraising calendar to ensure timely requests for funding and reporting. They will also be able to provide excellent service to MACDC members and others seeking information and assistance from our organization, in particular providing support for the Community Investment Tax Credit (CITC) program. This role will work in close collaboration with the entire MACDC team and share the team's commitments to Justice, Equity, Diversity, and Inclusion in all aspects of the organization's internal and external operations.

Primary Duties

Member Management (60%)

- Respond to requests for assistance and information from MACDC members and coordinate delivery of technical assistance, peer learning, and other services to current and prospective MACDC members.
- Develop and support MACDC's newly established Basecamp environment to provide quality online interactions for members.
- Maintain membership and donor information in Salesforce.
- Manage the compilation of the Member Bulletin, our quarterly newsletter for members.
- Manage social media (LinkedIn, Facebook, Instagram) highlighting member activities.
- Serve as the logistical lead on the MACDC Annual Meeting of our membership, held each November.
- Provide technical assistance and staff a peer group on the CITC program.
- Collaborate with the Staff Accountant on the collection of membership dues.
- Attend two-to-three member events per month, occasionally in the evenings.
- Assist the CEO with regularly scheduled MACDC Board Meetings.

Development Management (40%)

- Support the CEO and other staff in the management of all donor relations at MACDC, including foundations, corporations, state agencies, member dues, and other donors.
- Manage MACDC's donor and grants calendar to ensure timely requests for funding and reporting.
- Gather information from staff for impact reports for donors.
- Research and pursue grant opportunities; lead the collaborative process of developing grant proposals at MACDC, including joint proposals with strategic allies.
- Work with program staff to use Salesforce and other available resources to collect data and share stories of the impact of CDCs across the Commonwealth.
- Manage MACDC's CITC award.
- Lead the planning and implementation of MACDC's annual fundraising campaigns for the Mel King Institute Breakfast (June) and the MACDC Annual Meeting/Convention (November).
- In collaboration with external designers and other contract support, drive MACDC's development communications through the organization's website, newsletters, social media, and the annual GOALS Report.

Qualifications:

- Four or more years of non-profit, government and/or related professional experience, particularly in nonprofit fundraising and/or membership-based organizational support. Relevant alternative experience including coursework in a related field (e.g. business, communication, or non-profit management) considered.
- Demonstrated interest in the community development sector, with direct CDC experience preferred.
- Strong self-organization, with the ability to manage multiple projects and meet strict deadlines.
- Strong communication skills to be able to interact respectfully and productively with a wide range of “customers” and colleagues.
- Excellent writing skills and the ability to contribute to all forms of development communications.
- Strong functionality in the Microsoft Office environment preferred.
- Experience in Salesforce or experience in a similar platform and a willingness to learn.
- Commitment to building positive relationships with colleagues and contributing to a high-functioning hybrid culture at MACDC.

Compensation and Benefits:

This is a full-time, salaried, exempt position with a salary range of \$70,000 -- \$80,000 commensurate with experience and qualifications. MACDC also offers a comprehensive and generous benefits package which includes health insurance (80% paid by MACDC), dental, group life and disability, 403b plan with \$400 monthly employer contribution, and significant paid time off. MACDC highly values professional development and will support attendance at relevant conferences and trainings. MACDC is currently operating as a hybrid organization with a minimum of two days in-office, with all staff in the office on Tuesdays.

Application Process and Additional Information:

MACDC is an equal opportunity employer and views diversity, inclusion, and cultural competence as vital guiding principles in its work. MACDC welcomes and encourages applications from BIPOC individuals, members of the LGBTQ+ community, persons with disabilities and others who may contribute to the diversity of the organization and reflect the diversity of the communities served.

Apply by e-mail to careers@macdc.org with “Membership & Development Manager” in the subject line. Please include your resume and a cover letter describing how your qualifications and experience match the needs and mission of MACDC. Applications will be accepted until the position is filled.