

## **MEMBERSHIP and GRANTS ADMINISTRATOR** **Appalachia Funders Network (AFN)**

The Appalachia Funders Network (AFN) is a rapidly evolving and maturing cross-sector philanthropic network that works with our members to effectively contribute to the transformation of the Central Appalachian region. We prioritize equal access to the resources, systems, and infrastructure essential to thriving Appalachian communities. Our members include private and family foundations, government agencies, banks, and community development entities. This role works with the AFN staff team, AFN current and prospective members, current and potential AFN supporters, the fiscal sponsor, and other stakeholders both within and outside of the region. For more information see <https://www.appalachiafunders.org>

### **Summary:**

You have broad administrative experience in membership programs, grant-seeking, and event management (virtual and in-person) including in smaller organizations. You care deeply about people in rural communities who are experiencing barriers to improved well-being and economic advancement. You are excited about this opportunity to work in support of our central Appalachian communities and are eager to roll up your sleeves. You should have strong communication, organizational, and project management skills. You embrace the opportunity to come into a small, ambitious organization and help build and right-size processes and tools to achieve efficiency (while maximizing what is currently in place) to fuel both national and local funder engagement. You are committed to justice and equity as both a process and an outcome.

You will play an essential role in fueling AFN's current operations in support of its members, seeking new foundation partnerships outside the Appalachian region, and helping to connect with supporters and communities to drive projects. In collaboration with the Executive Director and member volunteers, you will apply your multi-tasking and project management skills to providing excellent customer service to members and stakeholders; tracking conversations and decisions; researching and setting up calendars for grant applications, and compiling all reporting data; and organizing various working groups, the annual membership lifecycle, and online programming. In addition, you will play a key role in helping to structure, plan, and implement the annual membership convening.

The duties of this position include but are not limited to:

### **Membership Coordination and Tracking (30%)**

- Ensure that the annual membership program activities achieve timeline, financial, and educational goals
- Ensure that member payment transactions and other activities are documented accurately and completely (including renewals and acquisition, meeting registrations, and information requests) in the database
- As needed, prepare program and speaker materials including programmatic descriptions, runs of show, and slide decks
- Coordinate with fiscal sponsor to ensure that payments received are supported with the correct documentation and comply with established management controls
- Track and support member program data collection and reporting
- Create, issue, and analyze member surveys
- Write and post programmatic social media and website content

### **Funder Research and Engagement (20%)**

- Research potential and existing funders' grant application requirements to support AFN
- Maintain a submissions calendar including for applications and reporting
- Assist in drafting and editing requests for funding including creating infographics and data summaries
- Capture engagement plans and follow-up actions to track toward deeper involvement with funders at the national, state and local levels using basic CRM approaches

### **Communications (30%)**

- Draft all communications including monthly newsletters, social media, website copy, etc.
- Provide proofreading and editing for presentations, applications, and other communications
- Ensure all communications are written in a style appropriate for the audience, whether technical or public
- Ensure 508 compliance across all materials to promote accessibility
- Craft outreach and communications to the membership and wider ecosystem around programs and events
- Research programs, relevant member news, and civic engagement resources to share with the network and support digital/social media efforts
- Write content and post programmatic social media and website content

#### **Program, Meeting, and Event Support (20%)**

- Schedule and calendaring for various meetings, facilitated discussions, and workshops
- Staff programs, briefings, and events, providing note-taking, and proactively follow up on action items
- Uniformly format agenda, meeting materials, and grant applications
- Effectively use tools, formats, and processes to track timelines, owners, and deliverables
- Maintain an organized and uniform file storage and sharing (Google Drive, CRM)
- Assist in setting up timelines, plans, and systems for the successful execution of the annual convening and regular programs
- Provide expert Zoom virtual meeting management and troubleshooting to ensure productive discussions
- Conduct post-program follow-up and sharing of program materials
- Lead programmatic coordination for aspects of AFN's annual convening and other programs and events.
- Manage incoming email, communications, and calendaring

#### **Qualifications:**

- Proven ability to manage multiple projects, priorities, and deadlines while maintaining excellent attention to detail in a fast-paced environment, with high standards of excellence
- Hands-on experience working in a fundraising, membership, events, and volunteer-driven environment
- Strong skills in administrative tasks such as scheduling meetings, taking meeting notes, drafting meeting agendas, writing and sending emails, and integrating the flow of various projects and groups.
- A minimum of 3 years of direct experience that demonstrated the ability to:
  - Administer multiple projects, programs, tasks, and deliverables to produce quality results
  - Pace work to deadlines, ability to handle interruptions, and produce timely, accurate work
  - Write, edit, and format materials for a variety of audiences including business professionals, foundations, policymakers, and the general public, and apply accessibility standards
  - Create graphs and infographics to convey concepts or analyses
  - Plan and execute large online and in-person discussions or events with excellent results
  - Apply project management processes and tools for own and group work
  - High proficiency with Zoom and other online meeting platforms
  - Administer and use Google Suite (Gmail, Drive, Docs), Zoom, Doodle polls, and Microsoft platforms
  - Proficiency with SquareSpace, MailChimp, Survey Monkey or similar tools
  - Use membership and/or CRM databases for renewals/acquisitions, payments, events, and reporting (Bloomerang)
  - Comfort using basic functionality to post online or social media content
  - Adhere to required data privacy and fiscal controls
- Able and willing to travel occasionally, using own reliable transportation, based on public safety guidelines
- Ability to occasionally work outside of normal business hours or on weekends
- A college or associate degree is preferred but a high school diploma or equivalency certificate is

- acceptable depending on the length of experience in similar positions.
- Organizational skills and experience include:
    - Possesses a positive attitude and outstanding interpersonal skills including listening effectively
    - Takes initiative in a quick-moving, ever-evolving environment, and excellent time management skills
    - Works independently, is highly collaborative, and has a high degree of emotional intelligence to work with a remote team and external stakeholders
    - Maintains a calm demeanor in situations that may be challenging or ambiguous
    - Models commitment to equity, inclusion, and social justice
    - Demonstrates ability to think strategically, take initiative, and to maintain confidentiality
    - Uses English language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations and to write on practical and professional topics
  - A plus to your candidacy is 2-3 years of directly relevant professional paid or volunteer experience in service of communities (for example, nonprofit program management, neighborhood organizing, events leadership, or social work)

The Appalachia Funders Network is fiscally sponsored by the Foundation for Appalachian Kentucky (FAKY), a nationally accredited community foundation located in Hazard, KY. The hire will participate in the Foundation's excellent benefits package which includes a generous retirement plan with annual employer contribution, full vision and dental insurance, and health insurance with 100% of the premium covered by the employer.

Commensurate with experience and other relevant factors, the salary range for the role is \$54,000 - \$64,000. The successful candidate must currently be a full-time resident of an Appalachian Regional Commission-designated county within West Virginia, Virginia, Ohio, Tennessee, Kentucky or North Carolina. <https://www.arc.gov/appalachian-counties-served-by-arc/>

This is a remote position and support for a home office computer and cell phone will be provided.

Applications are accepted and reviewed on a rolling basis. **To be considered, please send a cover letter, resume, and two relevant professional writing samples (blog posts, newsletters, social media samples, website copy, etc.) to [careers@appalachiafunders.org](mailto:careers@appalachiafunders.org) and include "Membership and Grants Administrator" in the subject line. Position is open until filled; priority consideration will be given to applications received by February 19, 2024. The anticipated start date is no later than April 1, 2024.** We are unable to respond to telephone inquiries about this position and will not accept candidates through the services of a search firm.

*FAKY is an equal-opportunity employer that values an inclusive and multicultural working environment. Applicants of diverse backgrounds are encouraged to apply. We prohibit discrimination against any employee or applicant for employment based on race, color, religion, creed, gender, national origin, age, disability, sexual orientation, sex (including marital and parental status), gender identity and expression, economic status, ethnic identity, veteran's status, or any other legally protected status.*