

Docomomo US Communications and Membership Coordinator Full Time

Job Description:

Docomomo US, a national non-profit organization dedicated to the preservation of modern architecture, is seeking a full-time communications and membership coordinator. The coordinator is responsible for the development, design and delivery of all print and electronic communications as well as processing and overseeing membership and coordination with chapters. The coordinator is responsible for the execution of the communications plan including a monthly email newsletter, social media posts, digital and print assets related to programs and other initiatives as well as updating and maintaining the Docomomo US website. The coordinator oversees, maintains and updates the organization's member database, processes new and renewing memberships and communicates with members. The coordinator provides updated membership lists to chapters; and provides additional support in membership communications, chapter coordination, grant writing and fundraising appeals.

Qualifications:

The coordinator must have excellent verbal and written communications skills, the ability to work on multiple projects at the same time, high attention to detail and the ability to work independently. Candidates must have demonstrated proficiency with Microsoft Word and Excel and familiarity with Adobe Design Suite. Experience working on websites, communication platforms such as Mailchimp and database software such as Neon is highly desired. Candidates with historic preservation knowledge and a love for Modernism are preferred. Position allows for remote work. Candidates must speak and write English with a high level of proficiency.

Duties and Responsibilities:

The duties of the Communications and Membership Coordinator include but are not necessarily limited to the following:

Communications:

- Develop and deliver weekly electronic communications including programming announcements and a monthly newsletter of recent news articles and events
- Maintain and add articles, events, building listings and updates to the organization's website
- Manage the organization's social media platforms including the development of posts that correspond to upcoming programs, events and topics as well as sharing related content and monitoring for feedback
- Assist in the design of various graphic pieces, website and email communications

Membership:

- Oversee, maintain and update the organization's member database
- Responsible for all electronic and print membership and appeal mailings, electronic communication as well as membership correspondence with new and renewing members
- Process new and renewing memberships and communicate membership status with members
- Work with staff and the Board of Directors to strategize and implement membership growth and development
- Provide updated monthly membership lists to chapters and friend organizations
- Coordinate and communicate with chapters to strengthen relationships and best practices
- Assist in the writing, design and development of membership and appeal communications

Administrative:

- Provide support through note taking and reporting at board meetings when needed
- Provide documentation of membership efforts and progress
- Answer phone calls and respond to emails that come to a general inbox

Compensation:

Docomomo US offers equal employment opportunities to all employees without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Full time employees can expect a full array of benefits after a 90-day trial period including personal time off, medical, dental and vision in addition to retirement benefits. Starting salary is \$54,080.

Contact

Please send resume and cover letter info@docomomo-us.org. Include "Coordinator Position" in subject line. Position closes September 10, 2023.