

Docomomo US Membership Coordinator

Part Time

Job Description:

Docomomo US, the nation's only non-profit organization dedicated to the preservation of modern architecture is looking for a part-time Membership Coordinator in its New York City office. The Docomomo US Membership Coordinator is responsible for processing and overseeing membership efforts and assisting in the development of all print and electronic communications. The Membership 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. Compensation \$20/hour to start.

Qualifications:

The Membership 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 recommended. Candidates with historic preservation knowledge and a love for modernism are preferred. Position currently allows for remote work, but candidates must live within proximity to Manhattan. Monthly and sometimes weekly checks ins, and work-related travel to the office and the post office in Manhattan is expected.

Docomomo US is an internationally affiliated non-profit organization led by a national Board of Directors and staff that represents a union of regional chapters that share its members' knowledge of and enthusiasm for modern architecture and design. Docomomo US is dedicated to the preservation of modern architecture, landscape and design. Through advocacy, education and documentation, we provide leadership and knowledge by demonstrating the importance of modern design principles including the social context, technical merits, aesthetics and settings of these important pieces of American history.

Duties and Responsibilities:

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

Membership:

- Oversee, maintain and update the organization's member database
- Responsible for all 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
- Coordinate printed material

Communications:

- Assist in the design of various graphic pieces, website and email communications

Administrative:

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

Contact

Please send resume and cover letter info@docomomo-us.org. Include "Membership Coordinator Position" in subject line.

Candidates must speak and write English with a high level of proficiency. Closes April 1, 2022.