



TITLE: Membership & Marketing Associate
LOCATION: Washington, DC
REPORTS TO: Manager, Member Engagement & Knowledge Management
TYPE: Full-Time, Exempt

Organization Overview: Exponent Philanthropy is a vibrant membership organization that provides the resources and connections that help funders make the most of the minutes they have and the dollars they give. Exponent Philanthropy amplifies and celebrates the vital work of a diverse group of givers, who unite through their unique style of giving, which is lean, agile, responsive, passionate and personal. Membership is open to all individuals and organizations that give annually to more than one recipient, including those who use foundations, donor-advised funds, giving circles and other giving vehicles to carry out their philanthropy.

The organization was created in 1995 by a group of small-staffed foundations. The founders wanted to create an organization that encouraged participation and where all members had an equal voice. We now have members in all 50 states representing thousands of philanthropic leaders. Our growth has resulted in great part by our warm and welcoming culture that is based on the following principals: relationships come first, one size does not fit all, learning is a life long journey, quality is essential, and inspiration from the collective impact of our members. In our staff, we look for highly collegial, ethical, bright, and customer service oriented individuals who have a commitment to quality work. Staff members are passionate about the power of philanthropy, are driven by an entrepreneurial spirit and have a strong outcomes orientation. Exponent Philanthropy is an organization that values and rewards performance, collaboration and innovation.

Position Overview: The Membership & Marketing Associate is an essential part of our team and is responsible for providing administrative and logistical support to our membership and marketing teams in a way that aligns with the overall goals, mission and culture of Exponent Philanthropy. This position is responsible for managing and executing the membership renewal process, processing new member applications, ensuring up to date and accurate database records, managing membership and marketing related mailings and responding to member inquiries.

ESSENTIAL RESPONSIBILITIES:

- Manage and maintain our internal salesforce database;
- Manage and execute membership renewal process and tasks;
- Manage and execute membership and marketing related mailings;
- Manage the production of marketing and membership collateral;
- Serve as liaison with external mail house and designers;
- Respond to phone and email membership inquiries;
- Generate reports and help leverage data to assist organizational wide decision making and tactics

REQUIREMENTS



Qualifications and Desired Experience

- Associate's degree required; Bachelor's degree preferred;
- 1-2 years of membership or member service experience within an association;
- Proficiency with Microsoft Office products (e.g., Word and Excel) and aptitude to develop a high level of proficiency with Exponent Philanthropy's salesforce database;
- Experience with member databases, association management software, and/or customer relationship management software; salesforce experience is a plus;
- Capacity and motivation to develop an in-depth understanding of Exponent Philanthropy programs, resources and services;
- Excellent written, verbal, analytical and organizational skills with superior attention to detail;
- Resourceful, with the ability to make decisions in an evolving environment and anticipate future needs;
- Demonstrated ability to independently manage a high volume of work flow and competing priorities;
- Commitment to customer service-oriented excellence.

To Apply For Position:

Interested parties should email cover letter, resume and salary expectations to hr@exponentphilanthropy.org.

Exponent Philanthropy is an equal opportunity employer and considers all applications without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.