

Membership and Communications Coordinator

Position Mission/Purpose

The membership and communications coordinator is a part-time independent contractor position responsible for supporting all functions related to the association's membership and annual giving programs by managing and growing the membership program and supporting necessary communications for the association. Because this is a contract position, the hours are flexible but weekly coordination with the Executive Director is necessary. Ideally, this position will be located in Spirit Lake, Iowa area but remote applicants will also be considered.

Specific Responsibilities

- In consultation with the Executive Director, manage OFA's brand through membership outreach, including: Web and email-based communications, Member appeals, Electronic newsletters, Email Action Alerts, Social media, Website, Print publications, and Collateral materials
- Facilitate all membership communication development in partnership with Executive Director
- Use analytics to analyze, evaluate and report on effectiveness of membership communication tactics
- Administer communications calendar for all membership activities
- Ability to manage multiple projects and ensure deadlines are met for each project at each stage of production. Work with each person involved to uphold the fundraising and/or communication goals
- Support production for member online quarterly magazine, Organic Voice
- Assist in execution of membership program, including new member acquisition, retention, benefit delivery, service, communications, and database management.
- Compose and regularly update acknowledgment letters with input from Executive Director when appropriate
- Assist with member and donor events

Skills, Knowledge & Abilities Required

- Bachelor's degree in communications/advertising/marketing or related field
- 2+ years' experience with development/membership or marketing, or nonprofit management
- Excellent interpersonal, verbal, and written communication skills
- Must be self-motivated, self-managed, have outstanding organizational abilities, good judgment, and strong ethics
- Proficiency in using a computer database and PC software highly desirable.
- Passion in Organic Farmers Association mission

Position is for approximately 8-9 hours a week, \$155/week.

Application Information

OFA, an Equal Opportunity Employer, strongly encourages people of color to apply. Interested candidates please send resume, cover letter, writing sample and two references to info@organicfarmersassociation.org. All applications will be treated with the strictest confidence. We will accept application materials until the position is filled. We intend to contact qualified applicants but cannot promise any applicant an individual contact.