

**Job Title:** MEMBERSHIP & OPERATIONS ASSOCIATE  
**Status:** Full-time, Non-exempt  
**Location:** Syracuse, NY  
**Reports to:** Executive Director  
**Pay Range:** \$20 - \$22.50 per hour

## ***POSITION OVERVIEW***

The Membership & Operations Associate is an integral part of a small team reporting to the Executive Director and will interface with all staff, member organizations, key stakeholders and partners, board of directors, and committees. They are an active participant in NY Funders Alliance's team ensuring high-quality stewardship of key partnerships, programming and facilitating the organization's forward momentum in support of its mission. The position provides relevant professional and career development through hands on experience in the nonprofit and philanthropic sector and opportunities to engage in staff-directed projects aligned with organizational goals.

## ***ORGANIZATION SUMMARY***

[NY Funders Alliance](#) is a membership organization for philanthropic entities who are advancing vibrant, healthy communities across New York State. Our members include private, family, independent, and community foundations, corporations, and public charities. As a membership association, our priority is to support the philanthropic aspirations of our members. Serving as a community hub NY Funders Alliance delivers high-quality, cost-effective training and education; convenes and connects members to each other along with key federal, state, and local partners to create a knowledgeable and impactful philanthropic sector; and promotes and advocates for the interests of New York philanthropy.

## ***KEY RESPONSIBILITIES***

### **Membership, Communications & Programming**

- Be a welcoming, first line of communication for callers, visitors, board of directors, members and external partners.
- Respond to member requests in a timely fashion.
- Maintain the member database, membership directory, and mailing list.
- Support annual dues renewals.
- Create and maintain membership collateral materials and resources.
- Provide administrative and logistical support for in-person and virtual meetings, events, and conferences.
- Assist staff with technical support and research for members.
- Assist with developing and implementing the organization's marketing and communications strategy that includes supporting regular production and content updates of the monthly E-newsletter, event communications, website and social media presence.
- Collaborate with staff in developing and producing NY Funders Alliance publications multiple stakeholders.

## Partnerships

- Liaise with, and support the administration of, initiatives and projects as a key steward of the partnerships.
- Promote a culture of care and people that values individual expertise of our team members and advances our commitment to equity through collective organization practices/policies, creative problem solving, work ethic, and work-life balance.

## Operations & Office Management

- Assist with scheduling meetings and travel for the Executive Director and manage the schedule and coordinate scheduling of meetings for board of directors, internal committees, programs, and other necessary groups.
- Work with Executive Director to develop meeting plans, agendas, and other necessary documents and provide meeting assistance.
- Maintain all Board of Directors materials and documents (meeting materials, committee notes, etc.).
- Perform general clerical duties to include, but not limited to: ordering supplies, copying, scanning, filing, and bulk mailing.
- Provide office and data management support for digital filing systems, computer systems, correspondence, office supplies, and for all telecommunications and voice systems.
- Coordinate with accountant and assist with processing and coding of payment requests, receipts, travel expense reports, and other bookkeeping needs.
- Aid with preparation of bank deposits and invoices/payables to provide to the accountant for processing.
- Assist Executive Director on drafting contracts and reports, Board meetings, and calendar management.
- In collaboration with the Executive Director, support and maintain donor grant applications, from application to submission, to reporting timelines and requirements, and to preparation of grant reports.
- Maintain the office space including coordination with building management and vendors.

## Technology

- Support oversight and maintenance of all office equipment including printers, phones, camera, and organization computers/laptops. Support troubleshooting and work with Information Technology and CRM vendors to resolve issues.
- Support maintenance all software programs, licenses, and subscriptions including Microsoft Office Suite, Adobe Creative Suite, web domains, and web content management system. Work with providers to troubleshoot any problems.

*This description should not be construed to contain every function or responsibility that may be required to be performed by an incumbent in this job classification. Other duties will be assigned as deemed essential by the Executive Director to ensure smooth operation of the organization.*

## ***REQUIREMENTS AND QUALIFICATIONS***

The ideal candidate will possess strong marketing and financial acumen, be familiar with the nonprofit sector, detail and solution oriented as well as comfortable working in a fast-paced environment. They will be a self-starter, highly motivated, able to manage several projects at once and demonstrate the ability to nurture stakeholder relationships to support our mission driven initiatives.

Associate degree or equivalent combination of education and experience required. Candidate should be familiar with the nonprofit sector and comfortable working with diverse stakeholder groups. Coursework in marketing and communications, business management, or related field or equivalent, preferred.

### **Knowledge, Skills, and Abilities**

- Embraces and advances diversity, equity, inclusion and belonging practice.
- Outstanding analytical and organizational skills with attention to detail. Strong communicator with excellent verbal and written skills.
- Aptitude for systems management as well as numerical accuracy.
- Tech savvy with strong proficiency in Microsoft Excel, PowerPoint, Teams, etc. as well as ability and excitement to learn new software is required. Working knowledge of constituent data systems a plus.
- Strong technical proficiency with remote meeting software such as Zoom and cloud software such as Office 365 and Google Suite to perform word processing, spreadsheet, and other specialized functions as well as experience in social media technology including LinkedIn and YouTube.
- Familiarity with Adobe Creative Suite, Canva, InDesign, database management, and CRM software (Salesforce) is helpful.
- Excellent relationship-building, customer service and communications skills, both written and verbal.
- Ability to anticipate what needs to be done; demonstrates a strong sense of purpose and takes the initiative to follow through and meet deadlines.
- Strong interpersonal skills: tactful and mature, allowing for effective interface with members, staff, board members and other stakeholders. Professional attitude and appearance.
- Highly motivated and flexible, with the ability to work independently and follow tasks through to completion as well as participate as an effective member of a small office team.
- Interpersonal skills: tactful, mature, welcoming, and service focused allowing for effective interface with members, staff, board members and other stakeholders. Professional attitude and dress.
- Highly motivated, flexible and enthusiastic to participate as an effective member of a small office team willing to pitch in with all work required.
- Capability to work limited weekend and evening hours on occasion. Some travel will be necessary within New York State. Valid driver's license and reliable auto with necessary insurance required. Limited day and/or overnight travel statewide and nationally will be required.

## ***COMPENSATION OVERVIEW***

This is a full-time, non-exempt, position with a competitive non-profit pay range starting from \$20 to \$22.50 per hour equal to experience. NY Funders Alliance offers an excellent benefits package, medical, vision, and dental for employees, a generous retirement contribution and paid time off including paid holidays, sick time, and vacation.

## ***APPLICATION INSTRUCTIONS***

Candidates should submit in a PDF application which including a cover letter and resume that addresses skills, competencies and the relevant experience and qualities you will contribute to NY Funders Alliance to [careers@nyfunders.org](mailto:careers@nyfunders.org). Please include "Your name – NY Funders – MOA" in the subject line of your email.

*Application deadline:* Applications will be reviewed on a rolling basis, with priority given to submissions received by February 17, 2025. To request reasonable accommodation to participate in the job application or interview process, contact Sarah Davis at [Sarah@nyfunders.org](mailto:Sarah@nyfunders.org)

*NY Funders Alliance is an equal opportunity employer committed to providing equal employment opportunities to all individuals without regard to race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, marital status, veteran status, or any other characteristic protected by applicable law. If you require reasonable accommodation during the application or interview process, please let us know. We are committed to working with you to ensure your equal participation and access to opportunities within our organization.*