Operations and Membership Coordinator

Position Status: Full Time

Reports To: Chief Executive Officer

The Organization: The Massachusetts Nonprofit Network (MNN) is the voice of the nonprofit sector in Massachusetts and the only statewide organization dedicated to supporting all nonprofits through policy, awareness, and capacity building strategies. MNN has more than 850 member organizations, representing every part of Massachusetts—from the Berkshires to the Cape & Islands.

Job Summary: The Operations and Membership Coordinator makes critical contributions to MNN’s success in the areas of operations, finance and membership development. The Coordinator also serves as a liaison to MNN’s Board of Directors and external vendors.

Essential Job Functions:

Operations
- Responsible for working with, and helping to coordinate, off-site financial and accounting services on matters related to budgeting, revenue, and expenses
- Coordinate communications and logistics related to MNN’s Board of Directors and Board committees
- Direct systems for fiscal oversight including record-keeping to account for receipts and disbursements (i.e. receivables and check requests)
- Responsible for the management of office resources, vendors, technology, supplies, and tenant/landlord matters
- Manage leave time, payroll processing, employee benefits, and intern recruitment

Membership
- Develop and execute membership recruitment strategies
- Assist with signature programs that promote membership growth, including the annual conference, Nonprofit Awareness Day and regional meetings
- Administer membership renewal programs and help grow membership revenue
- Track event-related metrics related to revenue, attendance, and registration utilizing Salesforce, Excel, and the related integrations (training provided)
- Support updates to MNN’s database and website

Preferred Qualifications:
- Bachelor’s Degree or equivalent
- Knowledge of or ability to learn basic accounting practices
- Exceptional organizational skills
- Strong written and verbal communication skills
- Customer service skills
- Experience with Salesforce or a similar database preferred
- An entrepreneurial work ethic and a commitment to doing things well
- Interest in, and commitment to, strengthening the nonprofit sector
To apply:

Please email a résumé and cover letter to membership@massnonprofitnet.org with the job title in the subject line. If you have any questions, please contact Madeleine Morgan at mmorgan@massnonprofitnet.org.

MNN encourages candidates of all backgrounds to apply. MNN is committed to a policy of non-discrimination and equal opportunity for all applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, ancestry, age, disability, veteran status, military service, genetic information, receipt of free medical care, or any other category protected under applicable federal, state, or local law.