Membership & Development Coordinator
(Full Time Salaried)

About the World Affairs Council
Since 1985, the World Affairs Council of Kentucky & Southern Indiana (WAC) has been a hub for international exchange, dialogue, and learning. Our mission is to inform, connect and engage the community about the issues that affect people in an increasingly complex world. We achieve this by providing a forum for diverse perspectives, engaging discussions, and connecting the region with future world leaders across all public, private and non-governmental sectors. We provide opportunities for the public to learn about the global and cultural diversity of the local community and the wider world. Learn more at www.worldkentucky.org

The Membership & Development Coordinator is a new position at WAC. The successful candidate will coordinate membership and development activities and report to WAC's Executive Director.

Responsibilities

- In close collaboration with the Executive Director, WAC Team, and WAC's Development Committee, administer and execute fundraising efforts and activities. Specifically:
  - Help plan and execute an organizational development strategy,
  - Research, cultivate and solicit individual, organizational and corporate prospects
  - Help to plan, manage and lead appeals and campaigns
  - Identify funding opportunities, and oversee the completion of relevant applications,
  - Identify appropriate strategies to grow and maintain WAC's membership,
- Manage regular communications with members and corporate prospects
- Help plan and stage the ED's, Board's and Development Committee's activities related to major partnerships and events/meetings.
- Remain informed on world affairs issues, stay abreast of trends in nonprofit management and philanthropy, and attend relevant training
- Contribute to WAC's teamwork in areas specified by WAC's Executive Director and Board of Directors.
• Maintain accurate donor information and development data in WAC’s CRM platform, and ensure timely acknowledgment of contributions

Qualifications and Experience

The successful candidate for the Membership & Development Coordinator position must possess and demonstrate the following qualities, experience, and competencies:

• Exceptional communication and interpersonal skills
• Excellent networking abilities and word skills
• A proven ability to take initiative.
• Displays exceptional time management and organizational skills as needed for meeting deadlines
• Excellent writing and administrative skills
• Flexible to work independently and under direct supervision
• Maintains a professional demeanor and appearance
• Demonstrates a positive team player attitude
• Strong interest in international affairs
• Strong marketing sensibility
• Represents the World Affairs Council positively at all times

Requirements:

• Bachelor's Degree
• Minimum of one-year working experience in development, marketing or related jobs requiring the skills mentioned above

Salary and Benefits

The salary range for this position is $35,000- $40,000 per year, depending on experience. There may be additional incentives provided to recognize and reward strong work. The successful candidate is entitled to paid time off on all US public holidays recognized by the US Federal Government and the Commonwealth of Kentucky. WAC employees can substitute two (2) days from the list of US public holidays to recognize dates pertinent to their personal beliefs. Following a three-month probationary period, the Coordinator is entitled to monthly health and communications stipends and professional development opportunities in consultation with the ED.

To Apply

Send your cover letter and resume to xy.zhao@worldkentucky.org. The post will be open until filled. For general questions related to the post, please send an email to contact@worldkentucky.org.