



## Job Announcement Membership and Fundraising Associate

### **Description:**

Do you want a nonprofit career or a career in affordable housing? This is a great opportunity to learn about the housing field and how nonprofits operate. The Membership and Fundraising Associate is a new position in the organization that works on recruitment and execution strategies related to membership and overall fundraising support. The ideal candidate has strong communications skills, is self-driven, passionate about social justice and affordable housing, and would love working collaboratively across teams to grow the organization's donor base. This is a full-time, non-exempt position that reports to the Fundraising and Events Manager, with potential opportunities for advancement and growth. If you're interested in fundraising or communications, want to work in affordable housing with passionate, mission-driven colleagues, we'd love to speak with you!

The [Housing Leadership Council of San Mateo County](#) (HLC) is a membership organization that works with communities and their leaders to produce and preserve quality affordable homes. HLC supports its members as they work to create and preserve enough well designed, sensibly located housing at all levels so that everyone who works here, lives here, or grows up here can obtain a home they can afford. HLC and its allies:

- Advocate for housing policies that create affordability at all income levels
- Collaborate with local government, community members, and stakeholders to promote complete communities
- Educate through community-wide events such as San Mateo County Affordable Housing Week and Housing Leadership Day
- Develop leaders to speak up for housing opportunities for everyone in their communities.

### **Key duties and responsibilities:**

- Assist Fundraising and Events Manager and organizing team with membership recruitment and cultivation strategies.
- Manage all donor and member profiles in donor database (Salsa), including adding, removing, and updating supporter profiles.
- Serve as primary contact for all members regarding membership status and renewals. Notify on a monthly basis upcoming expired members of renewal.
- Draft, edit, and mail thank you letters to donors.
- Assist with drafting, editing, and mailing appeal letters for membership drives, event sponsorship, and end of year appeals.
- Maintain all social media channels, including crafting content for recruitment.

- Work with the Fundraising and Events Manager and Fundraising Committee to brainstorm membership events, happy hours, and other membership retention strategies.
- Serve as main organizer and contact of small-scale membership and/or policy events.
- Learn the basics of organizing, support the organizing team, and participate in outreach efforts.
- Other related duties as assigned.

**Desired Skills/Qualifications:**

- The ideal candidate is self-motivated and open to learning.
- Strong written communication, coordination, and organizational skills with attention to detail.
- Proficiency in Microsoft Office Suite and Google Systems required.
- Experience with CRM databases is a plus.
- Experience in a small nonprofit setting is a plus.
- A passion for housing justice is strongly desired.
- Bilingual preferred (i.e. Spanish, Cantonese, Mandarin)

**Status:** Full-time, non-exempt

**Reports to:** Fundraising and Events Manager

**Salary and Benefits:**

\$24.00-\$33.00 per hour (depending on experience). Health Insurance, paid vacation, and sick leave. This work is mostly flexible and can be performed remotely.

**How to Apply:**

Please submit a resume and cover letter to [resumes@hlcsmc.org](mailto:resumes@hlcsmc.org). The subject line of your email should read "Membership and Fundraising Associate Applicant -- [Your name]." Your documents should be attached as PDFs. Application is due no later than Friday, August 13th at 5pm.

Housing Leadership Council of San Mateo County is an equal opportunity employer. We will not discriminate and will take affirmative measures to ensure against discrimination in employment, recruitment, compensation, termination, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.