

Employment Opportunity - Cincinnati Membership and Volunteer Engagement Associate

Ohio River Foundation (ORF), a regional non-profit conservation organization, seeks a part-time Membership and Volunteer Engagement Associate. ORF is a growing organization looking for a dynamic and energetic person to fill this important development position. This individual will play an integral role in providing a progressively positive member and volunteer experience from recruitment to retention.

Job Responsibilities

- Actively recruit new members and volunteers
- Coordinate new member and volunteer outreach
- Build and manage volunteer network
- Connect volunteers to ORF and partner projects
- Coordinate volunteer projects with other ORF staff
- Develop, implement, and update member/volunteer marketing and communication material
- Outreach to individuals/organizations to maintain and grow volunteer base
- Plan and coordinate fun events to engage new and existing members and volunteers
- Benchmark with other volunteer and membership programs to define best practices
- Generate and send timely invoices and receipts for new and renewal members
- Evaluate existing member/volunteer campaigns and rewards to improve satisfaction and retention
- Maintain and update member and volunteer information in database
- Generate member/volunteer data reports
- Assist staff with website content update and social media presence

Qualifications

- Experience in outreach communications, membership development, and volunteer coordination
- Prior experience in nonprofit organizations, preferably environmental oriented.
- Strong writing and verbal communication skills.
- Proficiency in MS Office software and database management desired
- Excellent interpersonal skills; ability to work effectively self-directed and as team member
- Ability to communicate in a professional, accurate and enthusiastic manner
- Marketing and fundraising experience – pluses!
- Demonstrated proficiency in utilizing different social media tools
- Willingness and availability to travel within greater Cincinnati.

Hours: 15-25/week, flexible

Compensation: \$15/hr.

APPLICATION PROCEDURE: To apply email or fax your resume to:

Ohio River Foundation

orf@ohioriverfdn.org (email)

513-469-6755 (fax)

Ohio River Foundation is an Equal Opportunity Employer.

www.ohioriverfdn.org