



GROUND ED SOLUTIONS NETWORK

strong communities
from the ground up

Title: Membership Coordinator (Specialist Level)	Reports to: VP of Sector Growth
Department: Training and Member Services	Status: Full-time, Exempt

About Us

[Grounded Solutions Network](#) is a national nonprofit dedicated to shaping communities to be equitable, inclusive and filled with opportunity for all. Strong and inclusive communities provide the foundation that people and families need to thrive, both in the present and for future generations. As a national membership organization, we support nonprofit and government practitioners, community resident leaders, advocates, elected officials, and other housing professionals with the tools and knowledge they need for success. We promote the creation and preservation of quality housing that remains affordable for generations. Our work specifically targets creating and expanding housing with lasting affordability, using a racial equity lens.

Our organizational culture is evolving and strives to address critical thinking and consciousness about race and class as an integral part of advancing our affordable housing mission focus. We seek candidates who are dedicated to achieving measurable racial equity impact as both a process and outcome of our mission. We are continually working toward building a staff team that is as racially and culturally diverse as the communities that we serve. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

About the Position

We seek a Membership Coordinator who is passionate about the role that Grounded Solutions' 250+ members can play in advancing affordable housing solutions that center racial equity and inclusion. We are looking for a candidate who will cultivate a network of public and non-profit organizations by facilitating peer-sharing events, disseminating tools and resources, and providing critical member services such as the Duty to Serve Shared Equity Homeownership Certification for Fannie Mae. The Membership Coordinator will also execute our annual membership drive and support the board nominations and election process in accordance with our bylaws. The ideal candidate possesses excellent community building and problem-solving skills and enjoys collaborating with staff, members, and partners. They are a creative, results-driven team player, with the ability to manage multiple deadlines and a track record of supporting work and causes that advance racial justice.

Key Responsibilities

1. Coordinate member outreach and communications (40%)

- Grow member engagement by planning and facilitating member events and communications.
- Collect member stories and highlights to share out with the field.
- Share information with members via the member-only Facebook group.
- Equip staff to be organizational ambassadors for membership when presenting, forming partnerships, and traveling.

2. Deliver programmatic member services (30%)

- Staff the help desk, responding to member questions and assigning “cases” to colleagues as needed.
- Administer the Duty to Serve Self Certification program and connect members to other services.
- Build member awareness of new and existing tools, resources, and training curriculum.

3. Maintain membership program infrastructure (30%)

- Execute the annual membership drive, board election and member meeting in accordance with the organization’s bylaws.
- Maintain all member data within Salesforce and use it to inform organizational strategy, decisions, advocacy approaches and calls to action.

Above is not exhaustive list of duties. Other duties will come up as assigned as it pertains to membership.

Qualifications for Entry into this Position

Grounded Solutions believes that our team should reflect, respect, and understand the diversity of backgrounds, identities, and experiences of the communities that we serve. We strongly encourage people of color, people of all gender identities, people with disabilities, and LGBTQ+ candidates to apply. Studies have shown that men apply for jobs when they meet only 60% of the qualifications, but women only apply if they meet 100% of them. If you are unsure that you qualify for the position but think you’d be great at the role, we encourage you to apply anyway. If you don’t have the minimum qualifications, you may be offered a different position and title, and we would partner with you to help you gain the skills necessary for the position as posted.

Knowledge, skills and abilities

1. Minimum 3+ years of experience in a role that included membership engagement or facilitating a network.
2. Experience managing projects and cross-team communication.
3. Experience using a relationship management database (preferably Salesforce).
4. Commitment to advancing affordable housing using a racial equity lens.
5. Proficiency in Microsoft Office suite and willingness to learn other technology tools.

Starting Salary Range

\$50k to 60k annually, commensurate with experience.

Benefits

Competitive, comprehensive benefits package including health, dental, matching 401k and paid time off. Supportive, stimulating and collaborative environment with passionate colleagues dedicated to building community, equity and justice. Opportunities for professional growth and development.

Travel required

Approximately 3-5 trips per year of out-of-state travel as needed to attend staff meetings, conferences and support member engagement.

COVID-19 Requirements

GSN's mandatory vaccine guidelines require all employees to be fully vaccinated by their start date. At this time, GSN defines "fully vaccinated" to mean that two weeks have passed since a second dose of the 2-dose series for the Pfizer or Moderna vaccines, or a single dose of the Johnson & Johnson vaccine. A current employee or applicant (i) who has a disability or qualifying medical condition that contraindicates a COVID-19 vaccination, (ii) whose sincerely held religious belief, observance or practice conflicts with the vaccination requirement, or (iii) who qualifies for an exemption under applicable state or local law may request an exemption from this vaccination policy.

How to apply

Please submit, as 1 document (PDF or word), a cover letter and resume here: [Position open until filled](#). The anticipated start date for this position is January 2023.