



WORLD AFFAIRS COUNCIL *of Philadelphia*

Position: Development & Membership Coordinator

Location: Philadelphia, PA

Full Time Employee – Hybrid Work environment

POSITION OVERVIEW

The Development & Membership Coordinator provides critical coordination and support across all departments of the World Affairs Council, with particular focus on Membership & Development. This role is responsible for regular tasks related to the maintenance of the Council's membership base, fundraising activities, Board of Directors, and financial administration. The Coordinator serves as a vital member of the Development & Membership team and reports directly to the Vice President of Development & Membership.

PRIMARY DUTIES AND RESPONSIBILITIES

- **Membership Coordination**
 - Serves as a primary point of contact and customer service for members
 - Maintains shared email inboxes on behalf of the organization
 - Assists with individual and corporate member benefit and engagement tracking
 - Produces and executes mailings including, but not limited to, monthly membership renewal notices, regular donor acknowledgement, requests for information, and special invitations
 - Produces and executes email communications with members as needed

- **Development Coordination**
 - Supports the organization's leadership with the administration of the Board of Directors
 - Coordinates the scheduling of meetings
 - Assists in communications with the Board
 - Provides administration for quarterly Board meetings and scheduled committee meetings, including the preparation of materials and the taking of meeting minutes
 - Provides administrative support for fundraising and community outreach
 - Schedules meetings with external partners
 - Prepares materials for meetings
 - Provides additional administrative support to the President, as needed
 - Assists the Vice President of Development & Membership in grant writing and reporting

- **Data Management, Finance and Office Administration**
 - Maintains accurate and consistent data collection, organization, retention and record keeping across all Council programs and activities including some financial transactions
 - Produces queries, reports, graphics, and other presentations of data as needed
 - Advises on and creates online forms
 - Assists in processing and tracking program registrations
 - Processes all credit card transactions through the Customer Relationship Management (CRM) system and payment processing software



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- Supports the Director of Finance as needed with deposits, refunds, and other transactions
- Coordinates the ordering of necessary supplies for the office
- Assists in the maintenance of organization-wide shared calendars and staff meetings
- Supports the production of event materials as needed

QUALIFICATIONS

Education/Experience:

- Bachelor's degree or equivalent work experience
- Interest in non-profit administration

Skills & Attributes

- Creative problem solving
- Superior attention to detail
- Strong interpersonal communication skills with internal and external partners
- Ability to understand big picture priorities while simultaneously working with small details
- Ability to independently manage multiple complex projects at once with diverse stakeholders
- High proficiency with Microsoft Office 365
- Experience with Raiser's Edge, DonorPerfect, and/ or Salesforce preferred
- Ability to work as a part of a small and highly collaborative team
- Interest in world affairs and current events, as well as global affairs education

COMPENSATION & BENEFITS

- The salary range for this position is \$40,000 - \$42,000, commensurate with experience.
- The World Affairs Council offers a competitive benefits package that includes:
 - Health Insurance
 - 403b Retirement Plan
 - Generous paid time off
 - High-flex hybrid work environment including remote work and a Center City office
 - Supportive work and family benefits
 - Professional development opportunities
 - Fully paid international travel
 - Participation in and access to world class speakers including authors, heads of state, elected officials, activists and leaders and events is a key opportunity for all staff.
 - This position is classified as non-exempt according to the Fair Labor Standards Act.

ADDITIONAL INFORMATION

- Proof of COVID-19 Vaccination required by date of hire. Individuals may apply to be considered for an exemption.
- The World Affairs Council of Philadelphia is committed to the principles of Equal Employment Opportunity. Accordingly, the Council will provide equal opportunity to all persons without regard to race, color, ethnicity, sex, sexual orientation, age, gender identity, religion, national origin, ancestry, disability, marital status, familial status, genetic information, domestic / sexual violence victim status, pregnancy, veteran status, use of guide or support animal because of blindness, deafness, or physical handicap, and/or any other status



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protected by applicable federal, state, or local laws. This policy applies to all areas of employment, layoff, compensation, benefits, and all other conditions, terms, and privileges of employment in accordance with federal, state, and local laws. The Council strives to employ and promote the best-qualified person for each job and, in doing so, will comply with all legal requirements.

ABOUT THE WORLD AFFAIRS COUNCIL OF PHILADELPHIA

The World Affairs Council of Philadelphia (the Council) — recently merged with Citizen Diplomacy International — is the Philadelphia region’s largest and oldest international affairs nonprofit with a combined 130 years of expertise in connecting Philadelphia to the world. The Council is a nonpartisan, nonprofit that curates speaker programs, professional development, youth education, and public diplomacy. The Council hosts global delegations and travels the world reaching more than 125 countries annually. Through authentic people-to-people diplomacy and exchange of ideas, the Council advances Philadelphia’s understanding of the world by creating the next generation of global citizens and furthering Philadelphia’s position as an international hub for business, education, culture, and sub-national diplomacy.

TO APPLY

Please submit your resume and cover letter to careers@wacphila.org. Please include the name of the position in the subject line. Incomplete applications will not be considered. We are unable to accept phone inquiries related to employment opportunities.