



Membership Director

Up for Growth Action (“UFGA”) is seeking a **Membership Director** to join its growing team. Our organization consists of two components:

Up for Growth National Coalition, a 501(c)(3) charitable organization, made up of a broad, diverse and nonpartisan coalition whose focus is to deliver research, provide education, and bring together a coalition to elevate and amplify our nation’s housing availability and affordability challenge and the need to address housing as a national priority.

Up for Growth Action, a membership supported 501(c)(4) public-interest advocacy, that seeks to move the needle on the housing issue through development and advancement of specific policies through direct advocacy and campaign work.

This position will be responsible for planning, organizing, and directing all of Up for Growth Action and Coalition’s membership development, including membership, corporate, grassroots, and foundation fundraising strategies. This position will also supervise all membership events and capital campaigns.

The Director will work closely with the Executive Director and the Board of Directors in all development and fundraising endeavors. The ideal candidate will possess intellectual curiosity, embrace open collaboration and take an energetic and flexible approach to fulfilling our mission.

Essential Functions

- Meet with prospective members, donors and supporters on a continual basis to establish effective relationships.
- Develop and grow a major gifts program including identification, cultivation, and solicitation of major donors.
- Oversee foundation relations including research, proposal writing, and reporting requirements.
- Direct the annual fund program
- Supervise the coordination of fundraising special events.
- Oversee prospect research.
- Make public appearances and accept speaking engagements to share information about the work of Up for Growth Action and Up for Growth National Coalition with the community.
- Oversee fundraising database and tracking systems.
- Supervise and collaborate with other fundraising staff and consultants.
- Oversee creation of publications and collateral to support fund raising activities.
- Maintain gift recognition programs.

Background/Skills/Abilities

- Must embrace the mission of advancing research, education, and policy to improve the quality of life for working families and individuals and creating communities with available and affordable housing for all by more housing near jobs, efficient transportation, and desirable amenities.
- Bachelor's Degree required. Master's Degree Preferred.
- CRM experience required; Salesforce a plus
- 5 years minimum experience in professional fundraising; corporate relations a plus.
- Strong interpersonal and writing skills.
- Demonstrated experience in fund raising techniques, particularly membership prospecting, recruitment and major gift fundraising.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Have the desire to get out of the office and build external relationships.
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.
- Be very organized
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.

Nationwide Travel is required (25%)