



BUDDHIST PEACE FELLOWSHIP

P.O. Box 3470, Berkeley, CA 94703 • Tel: 510/655-6169 • Fax: 510/655-1369 • Website: www.bpf.org

JOB ANNOUNCEMENT:

The Buddhist Peace Fellowship is now accepting applications for the position of: **MEMBERSHIP COORDINATOR**

General description of position: The Membership Coordinator is responsible for planning, overseeing, implementing and coordinating the membership program for the Buddhist Peace Fellowship's membership network, and assisting development/fundraising activities in setting annual membership goals. As the main contact for members, the Membership Coordinator oversees all aspects of membership communication and mailing. This position is also responsible for assisting in preparing and reconciling reports for credit card and direct mail contributions.

The Membership Coordinator reports to the Executive Director. S/he works closely with the ED to implement the annual membership activities for the fundraising plan.

Hours: 32 hrs. / week - with some work evenings or weekends to accommodate scheduled events and activities.

DUTIES AND RESPONSIBILITIES

Membership Coordination

- Creating and coordinating membership events (6 – 10 a year);
- Serving as membership liaison with BPF in coordinating, problem solving, and providing resource support to members;
- Overseeing and coordinating membership mailings including membership brochures/packets;
- Data entry ensuring membership list is up to date, monitoring the system, and tracking member mailings and responses;
- Preparing mailing lists, including the domestic mailing list and international mailing labels for each issue of *Turning Wheel*; regional mailing lists for chapters on request; rentals and exchanges of the BPF mailing list with other like-minded organizations. (Mailing list rentals and exchanges are approved by the Leadership Team.)
- Administering renewal process; track membership status; prepare / oversee mailing of renewal letters.
- Responding to member and prospective member inquiries (by telephone, mail, and email)
- Representing membership program at various events and at presentations in the community;
- Coordinating with board of directors to implement membership campaign;
- Coordinating volunteers and staff to ensure smooth flow of events;
- Assisting Communications Director with presentation materials for membership

Development Duties

- Prepare periodic and special reports including necessary statistics for evaluating fundraising;
- Prepare deposit report, checks, and cash for Administrative Director;
- Send timely gratitude letters (tax deduction) for donations;
- Participate as an active member of the development/fundraising team;
- Assist with planning of fundraising events, specifically with invitation lists and mailings.

Administration & General

- Assist Executive Director with development/fundraising activities when time permits;
- Assist with Annual Event as needed;
- Delegate mailing and other administrative tasks to Administrative Assistant and volunteers;
- Participate in weekly staff meetings and attend staff retreats;
- Help with general staff projects and celebrations

QUALIFICATIONS

Minimum Qualification(s) Required:

- Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Business Administration, or related field.
- One to three years paid development/fundraising work experience that includes working with donors, members, volunteers, event vendors, and creating systems for accurate record keeping.

Preferred/Desirable Qualifications –

- Marketing/Communication experience, especially as it relates to presentation and visual layout of materials and special events coordination experience are preferred.
- Excellent communication skills.
- Conversant with data entry software and desktop publishing applications to assist in creation of presentation materials.
- Operates a car to pick up and deliver materials and/or supplies
- Highly skilled at managing systems of accountability and tracking several projects
- Detail oriented

TO APPLY:

Please send cover letter and resume to: hr@bpf.org

Or: BPF – ATTN: Membership Job Search

PO Box 3470

Berkeley, CA 94703

Application Deadline: January 8, 2008