

# Director of Membership and Organizing

## **Organization:**

The National Community Reinvestment Coalition (NCRC) was formed in 1990 by national, regional, and local organizations to develop and harness the collective energies of community reinvestment organizations from across the country so as to increase the flow of private capital into traditionally underserved communities. NCRC has grown to an association of more than 600 community-based organizations that promote access to basic banking services including credit and savings, to create and sustain affordable housing, job development and vibrant communities for America's working families. NCRC has recently undergone a reorganization in order to emphasize the central importance of its membership, organizing and services as the driving force that informs its policy and advocacy work. Accordingly, the newly created position of Director of Membership and Organizing is seen as a critical factor in the organization's ultimate success.

## **Position Description:**

NCRC is currently seeking an experienced and highly motivated Director of Membership and Organizing to lead the Membership Department in its strategic effort to dramatically grow membership, engage current and future members in NCRC's policy and program work, and assist them in informing federal, state and local legislative and regulatory policymaking on the above issues. Reporting directly to the Chief Membership and Workforce Officer, the Director of Membership and Organizing will work closely externally with local communities, current and future members, coalition partners, the progressive activist community, and internally with the policy, communications and development staff of NCRC, to develop integrated plans, strategies and tactics to achieve these goals, and further NCRC's mission and vision.

## **Responsibilities:**

- Strengthen and grow the membership base by identifying and actively recruiting new members, and identifying and supporting the needs of current and future members.
- Conceive, direct and oversee both membership organizing efforts and issue advocacy campaigns. Organize members in support of specific policy and legislative issues of importance to NCRC, leverage their support for NCRC initiatives, connect them to the broader economic justice movement, and coordinate these efforts with other departments across the organization.
- Actively support members in their local and federal organizing and advocacy efforts.
- Assist in hiring and supervise NCRC's six Regional Organizers and other membership staff.
- Oversee the management of the membership database and track membership numbers and participation/activity.
- Empower members to build effective advocacy relationships with elected officials, community partners, and other stakeholders.
- Act as liaison between members and NCRC staff and national partners; supervise the fulfillment of member inquiries; facilitate ongoing communications with members and coordinate these efforts with the Communications Department; and engage NCRC staff on membership issues.

- Represent NCRC at national meetings and events, and participate in annual national conference, as well as smaller regional conferences. For the national conference, coordinate membership participation, recruit non-member participants, run workshop for membership, and lead the primary membership meeting.

**Qualifications:**

- Minimum of four years of community or labor organizing experience, preferably with low-income communities.
- Excellent interpersonal skills and a demonstrated ability to manage and motivate individuals and groups, as well as lead and build strong working relationships.
- Excellent oral and written communication skills, with demonstrated ability to speak and write persuasively.
- Strong organizational abilities, including excellent attention to detail, ability to prioritize and multi-task, and ability to think strategically.
- Ability to work both collaboratively and independently.
- Experience working with diverse groups of people and stakeholders.
- Desire to travel nationwide and willingness to work frequent evenings and weekends.
- Excellent computer skills and proficiency in MS Office.

**To Apply:**

Applications will be accepted on a rolling basis until the position is filled. Please send a cover letter and resume to [hrdept@ncrc.org](mailto:hrdept@ncrc.org).

*NCRC is an equal opportunity employer.*