

Intentional Endowments Network

An Initiative of the Crane Institute of Sustainability

Job Description: Membership Manager

The Membership Manager will be a key member of the team and will lead in the strategy development, management, and growth of IEN's membership. The position encompasses leading both network growth (new members) and network engagement (current members). The Membership Manager contributes to IEN's strong culture of collaboration and excellence, with opportunities to take on high-level responsibilities quickly and build a strong network of leaders in the fields of sustainability, finance, higher education, philanthropy, and civil society. This is a great opportunity for a strategic, collaborative, and entrepreneurial leader who knows how to grow and manage a network of diverse stakeholders.

Responsibilities

Responsibilities include but are not limited to:

Strategy Development

- Lead in the planning, management, and implementation of IEN's membership services strategy
- Translate strategy into operational plans that are feasible
- Set short-term and long-term goals for IEN membership

Membership Outreach and Relationship Management

- Oversee the growth of the network, including leading recruitment efforts, and maintaining a pipeline of potential members
- Develop and maintain member prospect lists
- Enhance and oversee the organization's CRM system
- Draft content and manage the development of collateral materials for membership outreach to be used by the candidate and the team, including 'pitch decks', mailings, e-blasts, individual communications
- Steward relationships with current and potential members through regular contact via emails, phone calls, and in-person meetings
- Leverage the organization's existing relationships and Network members to engage relevant individuals in their professional networks to join IEN
- Oversee the creation and delivery of services that reflect the needs and interests of members
- Represent IEN at conferences and build strong personal relationships with members and potential members of the Network

Other responsibilities

- Collaborate with other IEN team members to support communications and marketing
- Support cross-functional projects as needed

Qualifications

The ideal candidate will possess the following qualifications:

- 6+ years of relevant professional experience
- Excellent strategic thinking skills
- Extremely collaborative with excellent communication skills
- Demonstrated experience building and maintaining relationships with a diverse range of stakeholders
- Entrepreneurial and comfortable working in a small team with some remote team members
- Ability to travel
- Interest in or knowledge about topics related to ESG, SRI, impact investing, higher education, and/or sustainability
- Experience with network management is ideal, but not required
- Bachelor's degree required; advanced degree in Business or Public Policy related field preferred

Compensation commensurate with experience.

To apply, please send your cover letter and resume to Kaede Kawauchi at kaede@intentionalendowments.org.

About IEN

The Intentional Endowments Network is a non-profit, peer-learning network advancing *intentionally designed endowments* – those that seek to enhance financial performance by aligning with institutional mission, values, and sustainability goals. Working closely with leading organizations the network supports leaders and key stakeholders from higher education, foundations, and other non-profits endowments. It provides opportunities for learning and education, peer networking, convening, thought leadership and information exchange around a variety of strategies (e.g., ESG integration, impact investing, divestment, shareholder engagement) across asset classes.

www.intentionalendowments.org

IEN is an initiative of The Crane Institute of Sustainability, a tax-exempt 501(c)(3) non-profit based in the Boston area.

Crane is an equal opportunity employer and does not discriminate in employment and personnel practices on the basis of race, color, religion, sex, gender identity, sexual orientation, military status, national origin, age, disability or genetic information, or any other basis prohibited by applicable law. Women and members of all racial and ethnic groups are encouraged to apply.