



Membership Manager

Ride Illinois is seeking a part-time, home-based Membership Manager (20-25 hours per week) to help drive its membership efforts. Reporting to and in partnership with the Executive Director, the Membership Manager executes efforts to attract and retain members of Ride Illinois with goals of increasing and stewarding memberships, individual giving, bike club and other sources. The Membership Manager will have the opportunity to recommend changes to existing plans and implement new strategies to achieve fundraising and membership goals.

Ride Illinois is seeking a highly motivated, self-directed candidate with excellent writing and organization skills to handle the following responsibilities:

Membership and Individual Giving

- Manage two annual membership campaigns (direct mail and online) from planning through fulfillment, creating messaging and materials, and implementing strategies to significantly grow and strengthen the organization's membership and individual giving.
- Collaborate with staff to develop print, digital, and social media content to support fundraising activities.
- Manage the stewardship of all gifts and prepare acknowledgement letters and other correspondence.
- Leading the bike club annual mailing by creating format and content and coordinating mailing to 10,000.
- Provide detailed reports about membership progress to the ED and the Board on a regular basis.
- Direct efforts to develop broader brand recognition via membership outreach and promotional materials.
- Represent Ride Illinois at community, business, and industry meetings.

Qualifications

- Bachelor's Degree and at least 3-5 years of experience in a non-profit fundraising environment, preferably with focus on membership and individual giving.
- A demonstrable track record of meeting and exceeding fundraising goals, particularly in increasing membership and retention.
- Highly developed skills in writing and competence at donor correspondence and other kinds of materials. Ability to communicate the organization's mission and interests to a broad audience is essential.
- Knowledge and experience in creative uses of in-person, direct mail, online, and social media solicitations.
- Highly entrepreneurial; resourceful and flexible, and experience producing results while working within a tight budget.

- Self-starter with high degree of initiative, enthusiasm, and ability to work independently and remotely; ability to effectively manage time and prioritize projects.
- Ability to be a passionate and effective advocate for Ride Illinois, its mission and vision.
- Proficient in donor database systems, preferably Blackbaud's eTapestry.
- Some experience with Wordpress (website), Constant Contact (email), and Adobe Creative Suite (graphic design) experience is helpful, but not required

The Membership Manager will work remotely out of his/her own home office in Illinois, and will have the ability, for the most part, to set his or her own weekly schedule. The candidate must be able to travel for occasional in-person meetings in the Chicagoland area (minimum 4 times a year). Hourly range is \$25-28 per hour based on experience.

To apply, please send your cover letter, resume, salary history, and two samples of your work (i.e. donor proposals, thank you letters, or other campaign materials) by e-mail in PDF format to: **jobs@rideillinois.org**

Please reference Membership Manager Position in subject line.

For best consideration, please submit your application by February 15, 2018.

No phone or e-mail inquiries, please.

Ride Illinois is a nonprofit organization dedicated to improving bicycling conditions throughout the state. We are the advocate for all Illinois bicyclists, promoting bicycle access, education, and safety. We work for bike-friendly roads, favorable legislation, and education on sharing our roads safely so everyone can get out and Ride Illinois. For more information about Ride Illinois, please visit our website at www.rideillinois.org.