



## Position Announcement

# Associate Director of Membership Services & Development Support

Full-time | Exempt | Based in New York City

### About Confluence Philanthropy

Confluence Philanthropy is a mission-driven, membership network of more than 270 foundations, family offices, and investment managers representing over \$4 trillion in assets under management. We help investors align their capital with the values of sustainability, equity, and justice—so that financial returns and social good move hand in hand.

Through convenings, learning programs, and collaborative initiatives, our members advance climate solutions, racial equity, partnerships with Native communities, active ownership, and systems-level innovation in the field of impact investing.

We are a small but mighty team known for being collaborative, curious, and deeply engaged with our members and mission.

### Why You'll Love Working Here

At Confluence Philanthropy, you'll join a collaborative and mission-driven team working at the intersection of finance, social justice, and environmental sustainability. We believe that transforming the world's investment systems starts with how we show up as a community—supportive, curious, and committed to shared learning. You'll work alongside passionate professionals and visionary leaders who are reimagining what responsible capital can do.

You'll also be part of a dynamic organization that values creativity, integrity, and purpose in daily work. We invest in our people through opportunities for growth, a culture of respect and connection, and the satisfaction of contributing to real systems change. Here, your work supports change-makers across the world who are advancing a more sustainable, just, and equitable economy.

### The Opportunity

Confluence Philanthropy is seeking an Associate Director of Membership Services & Development Support, a pivotal role at the heart of our member engagement and fundraising operations.

This is an ideal opportunity for a technically skilled, highly organized professional who thrives in a cross-functional environment, enjoys supporting mission-driven teams, and takes pride in delivering seamless membership experiences and strong development infrastructure.

In this role, you will provide essential support for membership operations, development and recruitment management, grant tracking, and CRM/Salesforce analytics—all of which ensure our members feel valued and our teams have the insight they need to make informed decisions.

If you are energized by data, systems, donor processes, and helping a small team operate with clarity, efficiency, and purpose, we'd love to meet you.

## **Key Responsibilities**

### **Development, Sponsorship & Recruitment Management (50%)**

- Support fundraising operations to help Confluence meet annual development and membership goals.
- Assist with preparing grant application materials and collecting data for grant and annual reports.
- Maintain the annual development calendar and support coordination of grant deliverables.
- Produce monthly progress reports on development plan goals and milestones.
- Maintain accurate donor, sponsor, and fundraising records in Salesforce.
- Create and maintain internal processes for managing the grant/development pipeline.
- Produce dashboards and analytics for leadership needs across teams.
- Support the CXO in donor, sponsor, and prospect research.
- Support Board Development goals and project execution.
- Conduct initial screening of new member inquiries, including affiliate members and small asset owners.

### **Membership Operations & Engagement (35%)**

- Manage and track member engagement, participation trends, and experience analytics.
- Maintain CRM records and systems to ensure data integrity and timely reporting.
- Deliver regular reports on member engagement, interests, and trends.
- Lead membership service communications, including thank-you letters, renewal reminders, and new member materials.
- Maintain monthly membership lists, user groups, and listservs.
- Coordinate with Program staff to ensure high-quality outreach and regular data clean-up.

### **CRM, Systems & Administration (15%)**

- Oversee core membership-related administrative CRM functions.
- Compile and analyze engagement, event, and membership data.
- Set up new CRM users and train new staff.
- Monitor CRM usage and support staff learning, troubleshooting, and adoption.
- Lead Salesforce improvement initiatives in partnership with the CXO and external consultants.

## **Who You Are to Fit with Us**

You bring a blend of systems thinking, relationship-building, and operational excellence.

You enjoy translating data into insights, creating smooth processes, and helping mission-driven teams flourish.

## **Qualifications**

- Bachelor's degree required; Master's degree preferred.
- Minimum 5 years of nonprofit experience in development, membership management, or related roles.
- Strong interest in environmental and social investing and new economic models.
- Demonstrated expertise using CRM/Salesforce in a membership or development environment.
- Experience with event and/or conference planning.
- Excellent communication skills—written, verbal, and inter-personal.
- Highly organized, efficient, and self-directed; able to work under pressure with a sense of humor.
- High degree of discretion and professionalism.

**Location & Schedule**

- Based in Manhattan; on-site four days per week.
- Standard hours: 9:00 a.m.–5:30 p.m. ET, with some evenings and weekends during peak periods (especially around major conferences).
- Shorter summer hours.

**Compensation & Benefits**

- **Salary:** \$90,000–\$100,000 (commensurate with experience)
- Benefits include health insurance (medical, dental, vision), retirement plan, and generous paid vacation.

**How to Apply**

Please send your cover letter and resume to [hiring@confluencephilanthropy.org](mailto:hiring@confluencephilanthropy.org) with 'Associate Director of Membership Services & Development Support' in the subject line.

**Equal Employment Opportunity**

We're an equal opportunity employer and strongly encourage applicants from all backgrounds, identities, and experiences to apply. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity or expression, veteran status, or any other protected characteristic. We're committed to building an inclusive workplace where everyone feels valued and respected.