

**Member Relations Director
Job Announcement**

Confluence Philanthropy advances values-aligned investing across asset classes, investment vehicles, and engagement strategies when prudent and feasible. Our mission is to transform the practice of investing by aligning capital with our community's values of sustainability, equity, and justice. We support and catalyze an international membership of private, public and community foundations, families, individual donors, and their investment managers representing more than \$70 billion in philanthropic assets under management, and over \$3 trillion in managed capital.

Confluence is a tight-knit, collaborative team that is deeply engaged with a dynamic membership and is motivated by a sense of urgency. We are prized by our members for thought-provoking and industry-shifting content. Through convenings, learning programs, and collaborative initiatives, our members advance climate solutions, social equity, and systems-level innovation in the field of values-aligned investing. We generate action.

Are you an ambitious, high performing mid-career professional looking to help transform the economy?

Confluence Philanthropy's Member Relations Director is a key leadership position with significant management, planning, and communications responsibility. We are recruiting a dynamic, process-minded, and detail-oriented 'servant-leader' motivated by the idea of growing a cutting-edge community of investors and their financial advisors. Our next era of growth will rely upon this engaging individual to cultivate relationships, benchmark membership engagement, and support sales and fundraising. The Member Relations Director will work directly with the Chief External Officer to strategize membership cultivation as an integral part of the development team. We are looking for a motivated professional who will take charge of this position, making a minimum three-year commitment to the organization.

Reports to: Chief External Officer

Compensation: Full-time with a \$104,000 - \$114,000 salary, plus highly competitive benefits

Hybrid Location: New York City (mid-town) Office – required minimum 4 days per week in office.

Eligible candidates must legally reside in New York.

Responsibilities:

- **Member Experience Lead (50%):** Direct the management of membership experience events, including onboarding, networking events, retreats, fieldtrips and donor celebrations with supervision from the Vice President of Programs. Plan 4-6 social events annually in multiple geographies (dinners, cocktail hours, luncheons). Manage steering committees. Support sponsor recruitment and benefits. *Experienced management, planning and strong program development skills required, community organizing skills a plus. "Servant leadership" and strong social intelligence required*
- **Member Engagement and Volunteer Management (20%):** Confluence prides itself on being a vibrant, closely knit community. Develop authentic relationships with members and partners that deepen the quality of our programming and enrich the membership experience. Strategize and deploy Executive Team for member cultivation and fundraising. *Ability to build trust and easy*

rapport with a diverse group of actors required.

- **Sponsorship and Member Recruitment (15%):** Assist in event sponsorship and member recruitment and retention initiatives meeting annual KPI's in close collaboration with the CXO and Associate Director. Develop meaningful sponsorship benefits packages. *Prior corporate sponsorship experience required.*
- **Event and Conference Marketing & Recruitment (10%):** Play a significant role in marketing and recruiting attendance for fee-based events and the annual conferences in collaboration with development and communications team staff. Host conference registration and welcome activities. See: www.confluencegathering.org *Prior event promotion experience required.*
- **Evaluation and Research (5%):** Guide the annual review and assessment of membership programs by overseeing the collection of membership data and program metrics. Work with the communications team to vision the monthly collection of information for blogs, e-news, and other communications materials.
- **Other duties as assigned**

Qualifications:

- Graduate degree in non-profit management, communications, related field or graduate experience equivalent *required*, MBA preferred
- Strong written and oral communication skills required
- Detail-oriented work style required
- Strong client management skills required
- Sales experience required
- Social and emotional intelligence, and the ability to perform under pressure with 'high power' executives with grace, poise, and humor
- Experience in integrating diversity, equity, and inclusion values in professional settings
- Event planning experience required
- A high level of discretion for both professional and personal affairs
- Strong interest in environmental and social investing, and the path to a new economy
- Ability to work independently but in a small office environment required

To apply : send your resume, cover letter, and three professional references to hiring@confluencephilanthropy.org with "Business Relations Director" in the subject line.

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 Position open until filled.