



The NSCDA has an immediate opening for a Membership Coordinator at their headquarters, Dumbarton House, located in the Georgetown neighborhood of Washington, DC. The Membership Coordinator is responsible for supporting the membership of the NSCDA, including working closely with members across the nation, planning annual board and other key meetings, and updating the proprietary NSCDA database. The Membership Coordinator is also responsible for providing high-quality customer service through daily emails and phone calls, and visitors to the National Headquarters. The Membership Coordinator must exercise discretion, have strong communication skills, strong time management skills, and be able to prioritize tasks appropriately and efficiently. They are a key member of the Advancement team and report to the Director of Advancement. The primary workdays are Monday-Friday with some evenings and weekends based on meeting schedules.

Knowledge, Skills, and Abilities:

- Strong background in customer service and a commitment to producing positive member experiences.
- Experience or knowledge of CRM or other database management.
- Ability to pay attention to detail, perform under deadline pressures and balance multiple competing priorities.
- Strong understanding of and comfort with technology, including proficiency in Microsoft Office Suite, SharePoint, Adobe Acrobat, and related platforms.
- A proactive and positive attitude and ability to work independently.
- Strong interpersonal skills and well-developed written and verbal skills to cultivate relationships with staff, board members, and outside vendors in a professional and diplomatic manner.

Education and Experience:

Bachelor's degree or equivalent and 1-2 years of administrative experience. 2-4 years of related work experience in membership development, recruitment, engagement, or fundraising preferred.

Application Instructions:

Send a cover letter, resume, and three professional references to Director of Advancement, Megan Judt at MeganJudt@nscda.org detailing your interest in and qualifications for this position. Applications will be reviewed on a rolling basis.

Salary and Benefits:

Salary is \$50,000 - \$55,000 per year. Benefits include health, dental, and generous leave.

