



Position Opening at BARN: Membership and Volunteer Coordinator

BARN has an exciting new opportunity for a full-time Membership and Volunteer Coordinator. This is a full-time position, including some weekend and evening responsibilities. The location is hybrid in-person / remote, with up to two days per week of remote working.

Bainbridge Artisan Resource Network (BARN) is a growing maker space and a learning place for artists and craftspeople. Since volunteers and members are both critical to BARN's programming growth, financial well-being, and community-service mission, the Membership and Volunteer Coordinator position is essential to BARN's success. Primary responsibilities include expanding and diversifying BARN's membership base, as well as recruiting, developing, and maintaining a robust volunteer program. This is a growth opportunity for a rising nonprofit leader who enjoys engaging and supporting people from a variety of backgrounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serve as the main point of contact for new and existing BARN members and volunteers.
- Collaborate with other BARN staff to create and implement comprehensive membership recruitment and retention plans. Specific tasks include:
 - Collaborate with the Executive Director to create an annual membership development plan that outlines key membership targets;
 - Establish engagement tactics and desired outcomes regarding individual member retention and recruitment based on industry best practices;
 - Write mail/email/social media communications, membership content for BARN's website, and promotional materials.
- Analyze results of recruitment and retention efforts; provide quarterly updates for the board, staff, and studio leads.
- Manage membership and volunteer databases, secure access systems, and communications.
- Support studios as needed in their recruitment and organization of volunteers within individual studios.
- Create a docent training program for BARN tours and a front desk welcoming team.
- Monitor, support, and communicate BARN's community service efforts to the surrounding community

REQUIRED QUALIFICATIONS:

- Bachelor's degree or higher in arts, education or communications, OR minimum 2 years leadership experience in nonprofits or small businesses

- Open-minded relationship builder with strong interpersonal skills.
- Skilled at written communication (email, newsletters, social media, blog posts) and verbal communication (in-person chats, tours, public speaking).
- Very comfortable with office software technology: word processing, spreadsheets, email, member & volunteer databases / CRMs.
- Consistent follow-through with diverse responsibilities and demands on your time.
- Know where and how to create new systems & processes where appropriate.

PREFERRED QUALIFICATIONS:

- Specific experience in volunteer or membership coordination in an arts or educational organization
- Three or more years in community management, communications, and/or marketing work
- Prior experience with member management & volunteer management software or similar CRM systems

Hours: 40 hours per week, on average, including some weekend and evening responsibilities

Location: In-person with up to two days per week remote

Pay rate: \$47-50,000/year, depending on experience

Reports to: Executive Director

APPLICATION REQUIREMENTS:

Submit a cover letter that addresses your experience in membership and volunteer development in a nonprofit setting, along with the reasons for your specific interest in BARN. Include a resume and contact information for three current references to:

Grae Drake

Executive Director, BARN

graed@bainbridgebarn.org

BARN is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. We encourage diverse applicants because we believe having a staff that authentically reflects the community we seek to serve is essential to our ability to be culturally responsive.