



## Membership and Development Coordinator Position Description

Revised 4.12.23

### About the Housing Network of Rhode Island (HNRI) and Homes RI

The [Housing Network of RI](#) is the State's membership organization for non-profit agencies that are committed to the development of affordable homes and vibrant communities across Rhode Island. HNRI is the backbone organization for [Homes RI](#), a coalition of organizations working together to increase and preserve the supply of safe, healthy, and affordable homes throughout Rhode Island. HNRI is an equal opportunity employer and does not unlawfully discriminate against employees or applicants based on race, color, country of ancestral origin, religion, disability, familial status, sex, marital status, sexual orientation, gender expression or identity, or status as a victim of domestic violence. Whenever practicable, HNRI will make reasonable accommodations for qualified individuals with disabilities to the extent required by law.

### Overview of Position

HNRI is seeking an organized and energetic individual to coordinate activities that will benefit, grow, and sustain HNRI and our diverse member network of nonprofit housing development organizations across Rhode Island. This includes responding to member inquiries and input, organizing training and technical assistance opportunities for members and staff, coordinating member advocacy to advance affordable housing initiatives, supporting equity and inclusion goals for all members and assisting with fundraising. This position will work closely with the HNRI Executive Director and 16-member network. This is a full-time position requiring in-person engagement.

### Responsibilities:

- **Develop, coordinate, facilitate and implement programming to meet membership needs.** Using formal and informal feedback mechanisms from members and key stakeholders, create and maintain opportunities for members to participate in networking, share ideas and best practices, troubleshoot challenges, and keep abreast of current trends, policies, and practices in the sector.
  - Regularly survey members for input
  - Disseminate information to members such as funding opportunities, industry news, and events
  - Organize events for members, including annual membership meeting and awards ceremony
  - Identify and implement training, technical assistance, and other professional development opportunities for membership
- **Establish and manage membership recruitment and retention efforts and implement member benefits.** Develop ways to communicate membership benefits and identify ways to enhance the member experience. Build relationships with internal and external stakeholders and partners and identify potential new members or supporters. Provide communications support that highlights the members' and HNRI work, including creation of newsletters, print and digital material, press and media stories and regular reports. Identify and implement strategies to support members with key capacity building functions. Provide support to Board and associated committees as needed.

- **Support organizational fundraising and grants management.** Assist with creation and maintenance of annual grants calendar and help track reporting and fundraising efforts. Research and support pursuit of new fundraising opportunities.

**Essential Knowledge, Skills, and Qualities:**

- Demonstrated experience in a related field such as adult education/training, community organizing, coalition-building or campaigns, volunteer coordination, project management and program coordination, or similar experience. At least three or more (3+) years' experience is strongly preferred.
- Demonstrated experience working with a membership, resident or client base requiring a high degree of customer service. Three (3+) more years' experience preferred.
- Some knowledge of effective programmatic solutions and political responses to affordable housing, housing insecurity and/or homelessness. Experience in affordable housing advocacy a plus.
- Excellent relationship-building skills and ability to plan and facilitate meetings and build consensus with a range of individuals and stakeholder interests. One (1+) year or more experience strongly preferred.
- Experience with fundraising and development activities, including grant writing and donor relations (one 1+ years) strongly preferred.
- Comfort working in a self-directed capacity in with the ability to adapt or change course.
- Culturally sensitive and clear commitment to principles of equity and inclusion.
- Ability to use Microsoft Office, virtual meeting and webinar platforms, and social media apps. Ability to guide others through use of technology for events, meetings, and trainings.
- Bachelor's degree preferred.

**Compensation and Benefits:** This is a full-time, 40 hour/week position. The salary range offered is \$57,000 - \$60,000 annually. Benefits include 12 paid holidays, paid vacation, sick and personal time, health and dental insurance, insurance, flexible schedule (negotiated), professional development, and mileage/expense reimbursement when applicable.

**Work Hours and Schedule:** HNRI hours of business are Monday – Friday, 9:00am – 5:00pm. It is expected that employees will generally follow this schedule and be present our Pawtucket, RI office. The employee may arrange a flexible work schedule that includes remote work with their immediate supervisor and approval from the Executive Director after an introductory period.

**Office and Equipment:** The Housing Network of Rhode Island is an open office with cubicles. Employee will be furnished with an individual cube, computer with Office Suite and monitor, telephone, and wireless printer access. The building has a gate-entry parking lot/street parking, accessible entrance with ramp, and an elevator. It is accessible by public transit on the [RIPTA R-Line](#). Use of any personal devices for business reasons must comply with company policy.

**To Apply:** Applications will be reviewed on a rolling basis until the position is filled. Preference will be given to candidates who submit their application by **May 5, 2023**. **For serious consideration, applicants should send a cover letter describing your interest in, and relevant experience for, the position and a resume with work history. Please send your application to Ms. Melina Lodge at [HR@housingnetworkri.org](mailto:HR@housingnetworkri.org) and include the position title in the subject of your e-mail.**