

JOB ANNOUNCEMENT

JOB TITLE:	MEMBERSHIP & DEVELOPMENT ADMINISTRATOR
DEPART./PROG.:	Executive Administration – Membership
REPORTS TO:	Executive Director; Director of Development & Communications
JOB TYPE:	Part-time (25 hours/week; 5 days per week); Hourly/Non-Exempt
JOB LOCATION:	Fully Remote; Within contiguous United States. Must be available between the hours of 9:00a EST–6:00p EST.
SALARY RANGE:	\$30.00 per hour - \$40.00 per hour
BENEFITS INCLUDE:	Paid time-off (all Federal Holidays); Professional Development financial support.

Our Mission & Vision

Black Owners of Solar Services (B.O.S.S.) was launched in the Fall of 2020 after an inaugural Solar Equity Summit (SES) on September 29, 2020. Our mission is to combine and leverage the collective power of its members - entrepreneurs, financiers, veterans, attorneys, engineers, contractors, developers, and other peer partners - to lead actionable solutions for sustained access to equitable opportunities in clean energy production, distribution, and storage for Black-owned businesses.

B.O.S.S. envisions a future where thriving Black-owned businesses lead the clean energy sector, driving equitable access to sustainable opportunities. Our goal is to create an inclusive world where we all flourish, leading the way towards a cleaner and more sustainable future for all.

Position Overview

The **Membership and Development Administrator (MDA)** is responsible for the day-to-day administration of B.O.S.S.' membership function, supporting engagement initiatives, and providing exceptional customer service to both individual and organizational members.

This role manages prospect data and ensures accurate record-keeping within the association's membership database. Additionally, the position provides administrative support for fundraising and development activities, including prospect research, correspondence, and meeting coordination. As the primary point of contact for B.O.S.S., this role requires strong communication and organizational skills.

Responsibilities include (but are not limited to):

1. Membership Administration and Engagement

- Create and manage calendar events, membership forms, registration forms, and an organized digital library for members.
- Respond to all general inquiries regarding membership issues.
- Coordinate the annual member dues invoicing process, including associate membership dues renewal invoices, receipts, reminders, and new member mailings.
- Manage the full member activation process, including the preparation and distribution of welcome kits.
- Assist members with access to online services by providing login procedures and troubleshooting support.
- Maintain and update membership records, ensuring accuracy and consistency of data.
- Draft and distribute membership communications, including announcements and campaign materials.
- Collaborate with staff on membership recruitment activities, such as outreach via phone, mail, social media, and events.

2. Development and Fundraising Support

- Maintain all fundraising and development records, ensuring that donor and prospect information is up-to-date and accurate.
- Generate regular reports, including mailing lists, giving history, and regional donor portfolios.
- Produce mailing lists, donor lists, and other data reports on a scheduled basis or as needed.
- Support donor stewardship efforts, including thank-you letters, impact reports, and follow-ups.
- Conduct research on donor and sponsorship prospects and present findings in various formats (bios, reports, summaries, and profiles).
- Support the development team by identifying fundraising opportunities through data analysis and prospect research.
- Assist in planning, scheduling, and preparing materials for fundraising initiatives, including donor stewardship programs, events, and campaigns.
- Contribute to promotional efforts such as writing, speaking, and direct outreach (calls, emails, and letters).
- Perform other duties as assigned to support fundraising and membership engagement efforts.

3. Administrative Support

- Serve as the primary point of contact for general inquiries and organizational communications.
- Provide administrative support to the membership and development teams, ensuring smooth operations.
- Assist in planning and coordinating special events, fundraising campaigns, and member programs.
- Ensure timely and professional responses to member and donor inquiries via phone, email, and in-person interactions.
- Support marketing and outreach efforts related to membership and fundraising.

ADDITIONAL RESPONSIBILITIES AS ASSIGNED BY THE EXECUTIVE DIRECTOR AND THE DIRECTOR OF DEVELOPMENT & COMMUNICATIONS.

Minimum Qualifications include (but are not limited to):

- Bachelor's degree from an accredited four-year college or university required. Advanced degree preferred.
- 3+ years of years of experience with a membership-based association is preferred.
- Experience working in a nonprofit or membership-based organization.
- Knowledge of fundraising and donor stewardship best practices.
- Familiarity with social media and digital engagement strategies for membership growth.
- Ability to step into an active role immediately; proven ability to make sound judgments on a day-to-day basis.
- Demonstrated exceptional writing, and verbal communications skills and a proven ability to communicate effectively to diverse audiences.
- Proven query, analytical skills and report writing experience required.
- Demonstrated customer service orientation is required.
- Excellent attention to detail.
- Effective written and verbal communication skills.
- Highly organized and accustomed to a fast-paced working environment.
- Strong metrics/data-driven mindset for goal setting and evaluation.
- Ability to work independently with limited supervision using standardized practices and/or methods.
- Excellent organizational and time-management skills, excellent attention to detail, with the ability to prioritize and manage multiple projects simultaneously.
- Keen research skills, adept at performing due diligence on content accuracy, excellent fact-checker and proofreader.
- Impeccable integrity, judgment, and discretion; A balance of humor and diligence, humility and mission-driven ambition.
- Commitment to racial equity, social justice, clean energy, environmental sustainability, and climate justice.
- Advanced-level proficiency with solid, measurable experience in using a variety of software applications, social media platforms, and other databases (e.g. Google Workspace -Gmail, Google Docs; Microsoft 365; MS Office Full Suite; Adobe; Doodle; Survey Monkey; Zoom, Instagram, Twitter, Facebook, LinkedIn, YouTube).
- Proficiency (or trainability) in using AMS/CRM, and membership management databases/software, specifically Your Membership. Familiarity with other applications (e.g., Member Clicks, Salesforce) is highly desirable.
- Proficiency (or trainability) in using/managing Development/Donor management applications (e.g.: Raiser's Edge, Network For Good, Donor Perfect); software relevant to media & communications (digital and print).
- Fluency in written and oral English (Required); Bi-lingual (English/Spanish) highly desirable.
- Proof of eligibility to work in the US (Required); Ability to travel throughout the contiguous 48 states as necessary.

How to Apply: REQUIRED SUBMISSIONS (MUST INCLUDE ALL ITEMS LISTED)

Submissions **via email only** to: HRjobs@blacksolar.org with the subject line: **Membership & Development Admin. (Mar. 2025)**

1. Resumé plus a Cover Letter (which must include all of the following):

a) Your personal & professional motivation for seeking this position. **b)** The identities, perspectives, and experiences that you would bring to B.O.S.S that are important to you and/or are relevant to the organization's work.

2. Three (3) professional references (at least **one reference **must** be from a current or recent **immediate** supervisor).**

Working Conditions & Physical Requirements

B.O.S.S. is at present a primarily remote workforce and will remain a remote workforce until further notice. We will ensure that all employees are provided with the tools, equipment, technology, and support necessary to be successfully integrated into our remote work environment.

The employee must be able to read, write and interpret documents and perform highly detailed work. This is largely a sedentary position. The standard/regular work schedule will be **25 hours per week; a minimum of 5.00 days per week, Monday - Friday**. Daily, the employee works 5 hours between approximately 9:00a -6:00p EST.

Business priorities may require employee to: Make periodic in-person visits to business sites; Work in excess of the standard schedule/hours/days as defined. Some business-related travel is also required. Employee will be expected to make the necessary adjustments and accommodations to fulfill responsibilities.

B.O.S.S. is committed to providing reasonable accommodations to pregnant people and qualified individuals with disabilities, including in the application process. If you need a reasonable accommodation to participate in the application or interview process, please send an email with the subject line "Reasonable Accommodation Request" to: HR@BlackSolar.org