

AMERICANS FOR PROSPERITY FOUNDATION™

2111 Wilson Boulevard, Suite 350 • Arlington, VA 22201 • 703.224.3200 • Fax: 703.224.3201

POSITION DESCRIPTION

Position Title:	Membership Coordinator	Department:	Membership & Online Strategy
Reports To:	Director of Membership & Online Strategy	FLSA Status:	Non-exempt
Location:	Arlington, VA	Date Written:	1.27.2010

SUMMARY:

The membership coordinator is expected to work both independently and in a team structure to strengthen relationships, further engage and involve supporters, and foster a sense of community among activists. The coordinator will assist staff in writing, compiling, and editing membership communications; engaging and overseeing correspondence with activists and supporters; and managing membership initiatives and services. This position will report directly to the Director of Membership & Online Strategy, while working closely with the development, programs, communication, marketing, and policy departments to ensure integration and maximization of resources and initiatives. The candidate should have a commitment to the principles of the organization – specifically, a firm commitment to advancing every individual's right to economic freedom and opportunity through free markets.

ESSENTIAL RESPONSIBILITIES:

- Manage and execute day-to-day membership initiatives and services
- Identify, track, and engage key activist leaders to spearhead efforts in target states
- Oversee communication and correspondence with activists and supporters
- Compile regular reports on membership activities and track effectiveness of key efforts
- Assist with production of monthly national e-newsletter and other key membership communications
- Assist on other special projects as needed

POSITION REQUIREMENTS:

- Minimum of one year experience working in a related field (i.e. constituent services, volunteer coordination, customer service, etc.)
- Outstanding written and oral communication skills
- Strong attention to detail and excellent problem solving skills

- Ability to work independently, as well as collaboratively, in a fast-paced, deadline-driven, environment
 - Integrity, humility, and an entrepreneurial attitude
 - A positive attitude and an earnest interest in providing good customer service to our members, partners and state chapters
 - A firm commitment to advancing every individual's right to economic freedom and opportunity through free markets
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GENERAL:

Americans for Prosperity Foundation (AFP Foundation) is a 501(c)(3) organization of citizen leaders committed to educating consumers, business owners, and the general public about the value and operation of an open and market-oriented economy that is free of government interference. **Americans for Prosperity** (AFP) is a 501(c)(4) grassroots organization committed to educating and mobilizing citizen leaders interested in understanding and helping solve America's most pressing policy problems while championing the principles of entrepreneurship and fiscal and regulatory restraint.

TO APPLY:

Please submit a cover letter, resume and salary history/requirements to: Heather de la Riva at hdelariva@afphq.org with the position title in the subject line. AFPF is an equal opportunity employer. No phone calls please.