



Membership Coordinator

POSITION SUMMARY:

The Membership Coordinator is an integral part of the Institutional Advancement team, which is responsible for the strategic engagement with the entire NSCDA membership, in order to develop support- in a variety of ways- for the NSCDA. This front-line member services position is responsible for warm and helpful responses and support to NSCDA members, prospective members, and headquarters visitors. Manage meeting logistics, registrations, preparation, and follow up. Provide daily reception and operational support, answering phone & email inquiries and welcoming Dame visitors. Ensure accurate and prompt updating of NSCDA member database. Perform duties according to established policies, guidelines, and accepted practices, under the NSCDA Director of Institutional Advancement's general supervision.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Manage NSCDA/Headquarters email inquiries. Provide general information about the NSCDA & Dumbarton House to NSCDA members, perspective members, and the general public. Coordinate between Corporate Society registrars and prospective members.
2. Produce membership reports bi-annually, mailing labels and lists as requested; updating iDames (propriety membership database) Corporate Society membership lists using Society Registrar & National Registrar reports twice per year; and verifying membership lists annually. Update directories as required as positions and terms change.
3. Assist members with requests including Membership Certificates and the Roll of Honor award nominations.
4. Manage meeting logistics for NSCDA and Dumbarton House Board meetings/workshops to include: helping plan and implement; managing registration processes; process payments; creating mailing labels, event registration lists, and nametags; vendor management; scheduling & setting up webinars, conference calls, IT needs; and assembling collateral as assigned. Meetings include:
 - A) NSCDA Executive Committee Meetings and National Board
 - B) Dumbarton House Board, Fall and Spring
 - C) Biennial Council Meeting
 - D) National Conference
5. Manage database and lineage (IDDL) requests.



6. Support webinar meetings and conference calls as needed—serving as staff host, coordinating IT and PowerPoints, helping presenters, etc.

8. Assist NSCDA Executive Committee and other Board Members with administrative tasks such as meeting scheduling, tech assistance, designing presentations and other duties, as needed.

9. Perform other duties as assigned by the NSCDA Director of Institutional Advancement.

KEY ATTRIBUTES & QUALIFICATIONS:

- Bachelor’s degree from an accredited college or university and 1-2 years of experience. (Preferred B.A. in business management or related field with 2-4 years of experience.)
- Strong background in customer service.
- Experience or knowledge of CRM or other database management.
- Ability to multitask and pay attention to detail.
- Strong understanding of and comfort with technology.
- A pro-active and positive attitude and ability to work independently.
- Ability to perform under deadline pressures and balance multiple priorities.
- Strong interpersonal skills. Must possess well-developed written and verbal skills to cultivate relationships with staff, board members, and outside vendors in a professional and diplomatic manner.
- Proficiency in Microsoft Office Suite, Word Press, Adobe Acrobat, and related platforms.

SALARY AND BENEFITS:

- \$45,000 – 50,000 annually
- Paid time off
- Health, Dental, and Vision Insurance
- Retirement Plan
- Life Insurance.
- Free on-site parking
- Transit/Capital Bike Share benefits
- Staff museum gift shop discount
- Dumbarton House is an Equal Opportunity Employer.



TO APPLY:

- Send a cover letter and resume to: Cecily Nisbet at CecilyNisbet@nscda.org subject line: "Membership Coordinator"
- No phone calls please.
- Qualified applicants will be contacted to schedule an interview and have references reviewed.

Location: Dumbarton House Museum, 2715 Q Street, NW Washington DC, 20007

About the NSCDA

The National Society of The Colonial Dames of America (www.nscda.org) is one of the oldest historic preservation organizations in America. Founded in 1891 as a women's lineage organization, the NSCDA now has over 15,000 members in 44 Corporate Societies and owns, operates or supports over 90 historic properties and sites throughout the United States. Our mission is to promote respect for the people, places and events that led to the formation of our country through historic preservation, patriotic service, and history education programs.