



## Director of Community Engagement

### **Position Summary**

The Director of Community Engagement connects people to the cooperative movement. This position will inform, excite, and empower cooperative members and other stakeholders to connect their co-op experiences and ambitions to the larger mission of NASCO. They will connect NASCO and NASCO members to social justice and anti-oppression work both within and outside of the cooperative movement. The Director of Community Engagement will manage public media platforms (website, email, social media, print) to connect with co-op members and movement partners. They will coordinate the Alumni Network of former NASCO co-op members. They will also plan and execute grassroots fundraising campaigns to build and maintain connections with individual supporters. The Director of Community Engagement is also responsible for coordinating member services and communications to NASCO's members, including visits, elections, dues, and the NASCO Annual General Meeting and Annual Report.

### **Responsibilities for this position include:**

#### Governance

- Coordinate annual elections for the NASCO board
- Respond to membership inquiries regarding NASCO
- Plan and coordinate the Annual General Meeting with the NASCO Board
- Support the board in building politicized leadership among historically marginalized people within NASCO and its membership

#### Membership and Communications

- Engage, recruit, and retain member cooperatives
- Serve as coordinator for annual staff visits to member cooperatives
- Create and publish general outreach materials about NASCO's programming and member services
- Create and send out a monthly newsletter
- Coordinate the creation and distribution of the NASCO Annual Report
- Maintain and update NASCO's website, including site design and content creation
- Develop and implement social media strategies to engage members
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#### Education

- Develop and maintain the NASCO Alumni Network
- Coordinate NASCO's Cooperative Internship Network
- Develop and improve NASCO's cooperative leadership programming..

#### Fundraising

- Recruit and retain Individual Members

- Coordinate NASCO's individual donor campaigns
- Coordinate the fundraising campaign for the Low Income Scholarship Fund for NASCO Institute
- Design, procure, and coordinate sales of NASCO merchandise

#### General Duties

- All NASCO staff are expected to travel on a regular basis, though will not be required to travel more than one weekend per month.
- All NASCO staff are expected to conduct visits to member cooperatives (currently, each staff member is responsible for visiting 12-15 co-ops per year) and to attend meetings of the family boards on request.
- All NASCO staff are expected to participate in NASCO's fundraising efforts.
- All NASCO staff are expected to participate in preparation for NASCO Institute and attend NASCO Institute (Thursday to Tuesday) each year.
- All NASCO staff are expected to serve as a liaison to one or more NASCO boards or committees, and to attend meetings of those boards/committees. All staff are also expected to report regularly to the boards and committees for which they serve as liaison.

#### Management Duties

- All NASCO staff are expected to play an active role in the management and operations of the staff collective, including attending staff meetings and retreats.
- All NASCO staff are expected to behave professionally while representing NASCO, in accordance with NASCO's policies on professional conduct. This includes official representation to affiliated organizations, networking or conference attendance associated with NASCO, and visits or consultations with NASCO current or potential members.
- All NASCO staff are expected to keep accurate records of the use of their time, and to report on this on a monthly basis using the agreed upon documents and procedures.
- All NASCO staff are expected to respond in a timely manner to inquiries from directors, members, or stakeholders. Staff are expected to respond to communications through email, phone, or other channels that NASCO may decide to use for official business.
- All NASCO staff are expected to participate in annual staff evaluation processes and probationary evaluations of new staff.
- All NASCO staff are expected to follow all management policies decided by the staff collective and codified in the Staff Handbook, as well as all NASCO policies and decisions set by the board.

#### **Required Experience/skills**

- Clear commitment to the mission of NASCO, including a commitment to anti-oppression
- Excellent interpersonal and written communication skills
- Proficiency with email communication
- Willingness to travel in order to attend Board of Director meetings or trainings for members
- Commitment to building a sustainable and socially just cooperative movement
- Experience developing a grassroots fundraising program

- Ability to build strong relationships with movement partners
- Effective use of social media to support community engagement
- Effective communication with a broad range of people in a variety of media, especially young people, people of color, working-class people, women, all gender and sexuality identities, people with disabilities, and anyone who faces systemic economic oppression.

**Preferred Experience/skills**

- Knowledge of flat management structures and/or collectives.
- Experience working with and reporting to volunteer boards
- Familiarity with group equity and/or student and/or affordable housing cooperatives
- Use of database software for web publishing and client/member/donor management (especially Drupal or CiviCRM)
- Knowledge of non-profit and membership association structures and governance practices

**Location, salary, and benefits**

This position is based in Chicago, IL.

Salary is \$39,916 annually, paid on a monthly basis.

This position is not exempt from Fair Labor Standards Act (FLSA) requirements.

Forty hours of work per week are expected, with some nights and weekends. This position includes travel responsibilities.

Benefits include paid time off (fifteen days of vacation in the first year, ten paid holidays plus the workdays between Christmas and New Year's, and sick time), health insurance, reimbursement for public transit commuting and reimbursement for childcare)

NASCO is an equal opportunity employer. People of color, women, transgender/gender queer/non-binary people, and people with disabilities are encouraged to apply.