
Position/Title:	SummerStage Membership Coordinator (Full-time, Seasonal)
Start Date:	Immediately – October 4, 2015
Salary:	\$3,200/month
Application Deadline:	March 31, 2015
Contact:	Please send resume and cover letter to DevoJobs@CityParksFoundation.org.

POSITION SUMMARY

The Membership Coordinator will be part of a 10-person development team that raises over \$6 million annually from corporate, foundation, government and individual sources to support free programs in New York City parks. Founded in 1986, SummerStage is New York's premier, free performing arts festival. SummerStage now presents more than 300 artists at over 100 performances in 18 parks across all five boroughs of New York City—including our signature Central Park Main Stage in Rumsey Playfield. The Membership Coordinator serves as the administrative and Central Park on-site representative of the organization with its membership base. During the season, the Coordinator will be responsible for all member communication and will work with the staff to renew members and conduct acquisition campaign. The ideal candidate is an astute listener, who is able to switch between faced-paced administrative duties, which require diligence and strong communication skills, and front-facing duties, which require an attentive, warm, and poised disposition. The Coordinator will serve as an expert facilitator who ensures that members and potential members have a wonderful City Parks Foundation experience.

QUALIFICATIONS

- High level of individual initiative required, including ability to resolve practical problems independently
- Ability to excel in a variety of functions—on-site donor hospitality, office admin., planning and activation
- Collaborative attitude and ability to work with program, production and marketing staff
- Bachelor's degree preferred and a minimum of two years of relevant work experience, preferably in a development/non-profit/customer service setting or equivalent
- Excellent verbal and written communication skills

REQUIREMENTS

- Serve as primary point of contact for all membership inquiries and SummerStage membership benefit fulfillment
- Compose and execute all member correspondence including renewal mailings and gift acknowledgements
- Provide a consistently high-level of on-site hospitality for Members at our guest & press check-in tent, as well as additional Development and Executive guests
- Develop and introduce creative membership presence on all available platforms, including Facebook, Twitter, Instagram and CPF/SummerStage E- Newsletter
- Collaborate with CPF Marketing Department and Arts Program staff to identify opportunities for donation messaging and memberships sales
- Maintain electronic and paper records for all member activity: donations, attendance, benefits usage, etc.
- Prepare regular reports on membership income to goal and other analysis, as requested



City Parks Foundation
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www.CityParksFoundation

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- Attendance is required at all SummerStage events in Central Park (weekday evenings and weekends from May through September). Abbreviated summer administrative office hours will be established accordingly.

CONTACT

Interested parties should email a cover letter and resume to: DevoJobs@CityParksFoundation.org. Put the title of position in subject header.

Thank you for your interest in City Parks Foundation and SummerStage. Only potential candidates will be contacted.

ABOUT CITY PARKS FOUNDATION

City Parks Foundation ("CPF") is the only independent, nonprofit organization whose mission is to offer programs in parks throughout the five boroughs of New York City. We work in more than 350 parks citywide, presenting a broad range of programs in an effort to promote healthy and vibrant communities. Our initiatives reach 425,000 people each year. Artistic, athletic, educational and park advocacy programs connect high needs communities with their local green spaces. CPF helps turn New York City's parks into centers of community development, while helping to create strong local leaders. The majority of our programming is provided at no cost, and we work in neighborhoods that would not otherwise have access to such resources. Signature programming includes: SummerStage, Partnerships for Parks, shows at the Swedish Cottage Marionette Theater in Central Park, Tennis/Golf/Track & Field sports programming for kids and seniors, and educational partnerships that promote healthy living and teach environmental science.