



INSPIRE WASHINGTON

Opening doors to science, heritage, and the arts.

RFQ: Membership Recruitment Consultants

Inspire Washington seeks to hire two consultants. Each consultant would work under contract for up to 4 months:

- one person focused on Central and Eastern Washington
- one person focused on Western Washington

FLSA Status: Contract Position (W9)

Effective Date: November 2020 - February 2021

Compensation: \$2,000/mo

Location: Primarily remote work. In person meetings may arise but are unlikely at this time. .

About Inspire Washington:

Cultural Access Washington and the Washington State Arts Alliance joined forces in 2019. With an energized vision and new name, **Inspire Washington** is building a broad and powerful statewide coalition to champion advocacy and resource development for Washington's cultural sector. Our powerful union of science, heritage, and the arts, forges extensive reach, drives profound impact, and pioneers innovative opportunities.

Purpose of Position:

After nearly two years of tremendous growth, **Inspire Washington** is positioned as our state's cultural advocacy organization. The COVID-19 pandemic has threatened cultural work like nothing before. Many cultural organizations and businesses remain closed and our workforce is largely unemployed. Recovery is dependent on significant public and private investment. An expanded coalition of cultural organizations, individuals, and allies can champion the support we need to ensure our communities don't lose access to valuable community-based programs. Critical to this goal is the broad expansion of partners statewide focused on sector sustainability and cultural equity. We need leaders to work with our Executive Director, Staff, and Board to build a powerful and invested coalition.

Essential Duties:

Member Recruitment/Stewardship

- In collaboration with the Membership Committee, review and update the current membership program, and create a plan to cultivate new members.
- Research other membership programs and utilize best practices.
- Utilize the CRM software, Insightly, to input current and potential member organizations.
- Ensure proper and timely member recognition, including creating and sending member thank you letters.
- Finalize membership messaging, content and other materials.
- Research potential members and contact via phone, email, and online platforms.
- Attend meetings and events to promote Inspire Washington and present membership materials.
- Manage membership renewals for community based organizations.
- Support the Executive Director and Board President with larger regional organization renewals.
- Build positive relationships with arts, heritage, and science organizations and other stakeholders across the state.
- Generate a monthly membership report to track progress.
- Handle highly sensitive and confidential information in an exceptionally discreet manner.

Other Duties:

- Meet with Membership Committee regularly to strategize and provide program updates.
- Provide board with updates, as requested.
- Other related duties as requested by Executive Director.

Performance Expectations:

- Reach goal of 200 paid member organizations by end of year.
- Create plan for individual members. Target goal to be determined.
- Forge and strengthen relationships with other sectors and strategic partners.

Knowledge, Skills and Abilities:

- Effective and professional verbal and written communication skills.
- Relationship building and community organizing.
- Passionate, motivating, and inspirational.
- Effective speaker, comfortable giving presentations to large and small audiences.
- Culturally competent, with experience working with diverse and under-resourced communities.
- Excellent ability to relate to people of diverse backgrounds, ages, and abilities.
- Passion for working with BIPOC communities and commitment to building an inclusive cultural sector by dismantling racism, systems of oppression, as well as practices and structures that inhibit access to cultural programming.

- Highly organized and independent. The contractor will likely work remotely with limited in-person contact.
- Good knowledge of MS Office, Gmail, Google Docs, and Web.
- Experience with customer relationship management software, preferably Insightly.
- Work will take place through virtual meeting platforms. Good knowledge of the various platforms (Zoom, Ring Central, MS Teams, etc.) is necessary.

Education/Experience required to meet minimum qualifications:

- Either a minimum of a BA, BS or BFA degree in the Arts, Marketing, or pertinent area of study or related work and practical experience.
- Five years experience working in the arts, non-profit fields or within membership/fundraising. Proven track record in fundraising, member/data management or community outreach.
- A deep understanding of Washington's urban, suburban, and rural communities for the purpose of speaking to their unique needs, challenges and opportunities.

Existing relationships within the cultural sector are strongly preferred but not required.

Certifications Required:

Pass WA state criminal background check.

Possess valid driver's license or other govt. Issue identification

Reporting Relationships:

Positions report to the Executive Director and works collaboratively with Membership Committee.

Physical Requirements:

Ability to perform sedentary work, on standard computer. Physical effort may include stooping, kneeling, touching, feeling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, and repetitive motions. Clarity of vision to see near, mid-range, and color. Ability to move objects up to 30 lbs.

Working Conditions:

Flexible working locations and hours, and may include mornings, evenings, and/or weekends.

Travel / Driving / Use of personal car as required. Use of personal computer and internet services are required.

EEO:

Responsible for fair and equitable treatment of people in the workplace. Women and people of color are strongly encouraged to apply.

Disclaimer:

The above information indicates the general nature and level of work for this position. It may not contain or be interpreted as a complete list of duties, and responsibilities.

To apply:

Please submit, via email, a cover letter articulating your enthusiasm, experience, and vision for the project and attach a copy of your resume. Why are you the best leader for this work? Please include a recent sample of your writing.

Email: Manuel R. Cawaling, Executive Director
manny@inspirewashington.org

Please cc: advocacy@inspirewashington.org

If you have questions about the membership, we are happy to discuss and provide further information.