
Job Posting: Membership Officer (Full-time) – Halifax

ORGANIZATION

The Ecology Action Centre (EAC) is an environmental charity based in Nova Scotia. We take leadership on critical environmental issues from biodiversity protection to climate change to environmental justice. We are grounded in community and are a strong voice and watchdog for our environment. We work to catalyze change through policy advocacy, community development, and building awareness. We take a holistic approach to the environment and our economy to create a just and sustainable society.

POSITION

The EAC's Membership Team is seeking a Membership Officer who is passionate about fundraising, relationship building, and is keen to oversee the growth of one of Atlantic Canada's largest membership programs. The Membership Officer will oversee our canvass team, improve current membership touchpoints and practices, and strategize to secure more sustainable funding for our organization.

Specific Responsibilities:

- Oversee and support the development of a dynamic team of 4-10 year-round canvassers and a successful membership campaign. This involves recruiting, hiring, in-house and on-turf training, coaching and ensuring canvassers meet weekly targets.
- Canvass with your team 18 hours/week while maintaining a personal average of \$35 per canvass hour consistently over two week and four week periods.
- Develop, oversee and support a Crew Leader to ensure that they provide accurate cash out sheets, keep team materials well-stocked, and provide updates on canvasser performance and EAC campaigns to the canvass team.
- Improve current membership training materials, as well as current membership stewardship practices and touch points.
- Assist in developing and implementing a successful membership strategy for the upcoming fiscal year.
- Prepare team shift schedules.
- Map and plan canvassing routes and travel logistics where required.
- Ensure that the Canvassing Code of Conduct is upheld by the team.
- Generate and use Personal Primer Results (PPRs).
- Participate in and support the overall work of the Ecology Action Centre.

REQUIRED SKILLS AND EXPERIENCE

- A strong interest in and passion for the health of our environment
- Exemplary communication skills
- A proven track record in fundraising or sales

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- Experience in leadership roles or management
 - Experience in public speaking, employee supervision, relationship building or marketing

DESIRABLE SKILLS AND EXPERIENCE

- A valid Driver's License
- Ability to work effectively remotely where required
- Ability to commit for a 2 year time period
- Intention in developing a career in fundraising
- Experience with CiviCRM, Raiser's Edge or other contact management database
- A strong understanding of the work of the Ecology Action Centre

What you will love about this job:

- work with one of Canada's most respected environmental organizations
- opportunities for growth and development
- spend lots of your day outside
- work with dynamic and inspiring colleagues
- make a difference in the world

The Ecology Action Centre is committed to employment equity and encourages applications from individuals in traditionally marginalized groups such as: racialized people, Indigenous people, lesbian, bisexual, gay, transgender and queer people, and persons with disabilities. We encourage applicants to self-identify in their cover letter or application if they are a member of a marginalized community. Diversity is a stated value of the Ecology Action Centre. Moreover, diversity in the EAC community is a strength that we seek to cultivate. It is the responsibility of every employee of EAC to foster a culture that embraces and promotes diversity.

TERMS OF EMPLOYMENT

Start Date: March 20th 2019.

Wage and Benefits:

37.5 hours/week at \$20/hour
4 weeks paid vacation per year
Cost-shared benefits plan

Location: 2705 Fern Lane, Halifax, Nova Scotia, in EAC's wonderful green office

APPLICATION

Please submit your application in the form of a single .pdf document with required elements in the following order: Cover letter, resume, three references.

Deadline: March 10th 2019 at 5pm. Interviews will be held Thursday, March 14th 2019 between 11am–2pm at EAC.

Attention: Dana Lipnicki, Community Giving Manager, dana@ecologyaction.ca

We thank all applicants for their time and interest, however only short-listed applicants will be contacted.