

# James Beard Foundation

## Director of Membership

The James Beard Foundation (JBF) is about good food. From our annual James Beard Awards that celebrate excellence in the culinary industry to our amazing good food events at the James Beard House and across the country as part of the JBF Taste America Tour that visits ten great food cities each year.

But everything JBF does is also in pursuit of a better food world. The Foundation is about good food, but with a purpose.

JBF believes that chefs are powerful change agents. Chefs do more than make delicious food. They are more than today's celebrities. The role of the Foundation is to support our vision of a better food world and that's accomplished through purpose-driven work with the culinary community and their supporters on topics including: inclusion and women's leadership in the culinary industry; education and action around reducing wasted food; the promotion of more sustainable seafood through the Smart Catch program; and our providing critical scholarship funding for the future leaders of our industry.

Critical to the success of the culinary community is a national food-loving audience who follows and supports the industry and the James Beard Foundation.

The **Director of Membership** will report to the **Vice President, Development**, is based in NYC, and will manage 1 direct report.

### **Responsibilities:**

- Implement a new multi-channel strategy geared towards a national audience to increase membership participation in tandem with the Foundation's footprint expansion and build a pipeline for major gifts
- Collaborate across departments including Media and Marketing, Special Events and James Beard House Reservations to acquire, steward and retain members
- Plan and execute all Membership activities, events and deliverables as outlined in the benefits model
- Manage the Foundation's Young Professionals Committee (YP) including planning attending all YP meetings and events, support of the committee in their fundraising effort, the coordination and tracking of that fundraising and the expansion of the committee to our test market cities
- Generate and manage annual Membership communications calendar

- Participate in special events as needed to support fulfillment and stewardship efforts
- Utilize Salesforce CRM to capture and track all Membership data
- Work with Database Manager to design and disseminate regular membership reports and dashboards for Senior Management and Trustees
- Serve as a resource and point of contact for members

**Requirements:**

- 5+ years of work experience in a development or membership department or m with a particular focus on launching and scaling new initiatives
- Strong problem-solving and leadership abilities with a demonstrated record of success in managing robust membership programs
- Direct experience as a frontline fundraiser or in member relations
- Ability to work independently and in a collaborative team environment across multiple programs and departments
- Excellent writing, editing, analytical, and communication skills
- Extremely detail oriented with excellent prioritization instincts and ability to shift priorities seamlessly
- Ability to establish necessary rapport with members at all levels
- Experience working with a relational database is a necessity, preferably Salesforce, as well as MS Office
- Proven experience with using technology to advance the goals of donor programs like donor tracking systems, prospect researching tools, and wealth screening tools
- Ability to work evening and weekend events as required

There are many fantastic benefits to a career at JBF. In addition to working to promote a good food world through thought leadership, education, and advocacy, JBF offers its employees a casual work environment with generous benefits including medical, dental, life insurance, 403(b), and generous paid time off. There are also great perks including TransitCheck, discounted health club memberships, and eight complimentary passes annually to dine at James Beard House.

At JBF, we enjoy working in a team-based environment and value the benefits of a diversified workplace. JBF is an equal opportunity employer and does not discriminate based on age, citizenship, color, creed, physical or mental disability, ethnicity, family responsibilities, gender identity and expression, sexual orientation, marital status, race, religion, veteran status or other unlawful factors with respect to employment. JBF is committed to the maintenance of a drug-free workplace and ensuring compliance with Drug-Free Workplace Act of 1988.

Please submit your resume and cover letter with salary requirements to [hr@jamesbeard.org](mailto:hr@jamesbeard.org). Please include **Director of Membership** in the subject line. Qualified candidates will be contacted by phone and/or email.

- Advanced degree in related field
- Meaningful work experience in related field
- Experience building or scaling programs
- Proven ability to be an effective manager
- Excellent interpersonal and communication skills
- Unwavering attention to detail
- Strong technological skills
- Ability to learn and develop new skills
- Willing and able to travel