



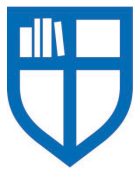
### NAES Member Services & Events Coordinator

The National Association of Episcopal Schools, an independently incorporated, non-profit, voluntary membership organization, supports and serves the vital work and ministry of those who serve Episcopal preschools and schools, school start-up committees, and regional and diocesan Episcopal school associations throughout the Episcopal Church. As part of its mission and ministry, NAES interprets, represents, and advocates for Episcopal schools in the education communities and the wider Church.

The Member Services & Events Coordinator reports to the Director of Operations and is responsible for database management, events logistics and membership/advancement administrative activities of the Association. The Member Services & Events Coordinator works with all staff members, providing administrative and logistical support for the Executive Director and for the Association's programmatic, operational and development efforts.

A summary of responsibilities is as follows:

1. Database Management - MatrixMaxx AMS (30%): Serves as the primary "data guru" for NAES, responsible for the data entry, maintenance and accuracy/integrity of association database management system. Proactively researches/updates institution rosters and track staff transitions to ensure clean, accurate records; provide on-demand reports to staff as requested. Documents NAES data entry and business processes and data entry standards or MatrixMaxx AMS.
2. Workshop/Event Management and Biennial Conference (20%): Assists in planning all aspects of NAES in-person workshops/small conferences including, but not limited to, pre-conference communication with selected speakers and presenters; function room assignments; food and beverage; off-site and other special events; transportation; worship logistics; audio-visual production; sleeping room block usage; hospitality; and budget management. Processes event registrations, produces name badges and materials. Assists in the logistical planning and speaker management for the NAES Biennial Conference.
3. Membership (15%): At the direction of the Advancement Manager, facilitates the successful completion of the annual Membership Drive (prepares correspondence, dues notices, special mailings, and mailing lists). Enters all dues renewals and payments into database. Prepares welcome kits, and certificates. Provides reports to assist with the identification and cultivation of potential, new and lapsed member schools.
4. Advancement (15%): Enters all Annual Fund/Endowment pledges, gifts and payments into database. Prepares pledge/gift acknowledgements on a daily basis; provides administrative support for all advancement activities as directed by the Advancement Manager.
5. Communications, Social Media, Marketing (10%): Assists Communications Manager with the upload of resources, links, documents, announcements, and other materials to web site; provides logistical support for virtual events; sends instructional emails to participants, etc.; monitors and contributes to social media campaigns as directed by the Communications Manager.
6. Administrative (10%): *Administrative Support for Executive Director*: answers/routes calls, schedules teleconferences, prepares correspondence, etc. Fulfills publication orders on a daily basis; manages logistics and executes mailings; maintains inventory; reports inventory counts on periodic basis to Communications Manager.



# National Association of Episcopal Schools

*Excellence Through Association*

## Requirements

This position requires excellent interpersonal, analytical, organizational, and database management skills. The successful applicant must be a dependable, energetic self-starter and mature thinker, with the ability to multi-task and coordinate multiple priorities. The applicant should also be highly organized, member focused, driven by process with a keen eye for details and follow-through. The ability to work in a small-staff, collaborative environment is essential.

Must be proficient in the use of a variety of word processing, spreadsheet, database and social media applications for PCs, including Microsoft Office, Google Suite, Slack, and association management database systems. A proven track record in event planning, database management, database report creation, and data analysis is required.

Bachelor's degree, minimum 3 years related membership, database management, customer service and event management experience in an association/non-profit organization is required. Working knowledge of Episcopal and/or independent schools and the Episcopal Church is preferred.

## Location

This position is located at the NAES headquarters in New York City (Grand Central area), with some opportunity for remote working (1-2 days per week) after the orientation period. Some travel within the US is required to attend NAES meetings and the Biennial Conference.

## Vaccination Policy

All employees are subject to a mandatory COVID-19 vaccination policy.

## Equal Opportunity Employer

NAES is an equal opportunity employer. In accordance with the law, NAES provides equal employment without regard to race, color, national origin, age, sex, religion, genetic information, sexual orientation, disability, military or veteran status, uniform service member status or any other class protected under federal, state or local laws.

## How to Apply

NAES offers a competitive salary and fosters a collegial and congenial working environment in a small, team-oriented office of six individuals. Excellent benefits package including medical, dental, life insurance and 403(b). Unfortunately, NAES cannot pay relocation costs.

Please submit the following as your application: resume, cover letter, salary requirements, and three references via email (.pdf) to [JobsNAES@gmail.com](mailto:JobsNAES@gmail.com). Incomplete applications will NOT be considered. No phone calls, please.