

ST. GEORGE'S SOCIETY OF NEW YORK

COMMUNICATIONS & MEMBERSHIP MANAGER

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At St. George's Society, we enrich the quality of life for those in need through an established support system within the British and Commonwealth community of New York. From providing college students with funding to complete their education to aiding the elderly in distress, we provide vital assistance to our community when it's needed most.

Fueled by our vibrant member network, we create a social outlet that cultivates a sense of belonging and celebrates our shared identity, all while supporting our philanthropic purpose. Together, we are the heart of the British community in New York: uniting to do good and have fun while doing it.

JOB SUMMARY

The Communications & Membership Manager serves as a key member in a small team reporting to the Executive Director and is responsible for coordinating the Society's communications and managing its membership program.

PRIMARY RESPONSIBILITIES

- Coordinate all Society communication including print, email, social media, press releases etc.
- Curate a master annual calendar scheduling all Society activity including events, appeals, social media and other communications
- Coordinate and be a key contributor to the Society's monthly e-newsletter and blog highlighting new membership perks, news and other initiatives
- Assist with the creation and management of solicitation materials and mailings
- Maintain membership administration and database management
- Develop membership benefits and incentives
- Manage timely acknowledgment of all memberships and gifts (including tax receipts where necessary)
- Manage production of the Annual Report
- Produce and update content for website where appropriate
- Attend and serve as a key team member in the production of the English Ball, British Bash and other events

SKILLS & EXPERIENCE

- Minimum of B.A. degree
- Two years relevant experience
- Excellent written communication skills
- Excellent time management and ability to multitask independently
- Self-motivated with a positive and professional approach

- Proficiency in MS Office, Facebook and LinkedIn
- Willing to work flexible hours
- An interest in British culture is a plus
- Applicants must be legally authorized to work in the United States

SALARY & BENEFITS

Salary range: \$45,000- \$55,000. Benefits: health insurance, dental, annual vacation, matching contributions to 401(K) plan.

APPLICATIONS

Please submit a resume and cover letter explaining why you would be suited for this position to anna.titley@stgeorgessociety.org. Include the job title in the subject line and send resume and cover letter as attachments.