



**VACANCY ANNOUNCEMENT
MEMBERSHIP COORDINATOR - NEAR**

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| Organization | NEAR – Network for Empowered Aid Response, www.near.ngo (Hosted by Adeso - African Development Solutions, www.adesoafrica.org) |
| Position Title | Membership Coordinator - NEAR |
| Reporting To | Executive Director - NEAR |
| Working With | The NEAR Secretariat and Adeso Staff |
| Program/Duty Station | Nairobi, Kenya |
| Duration | Six (6) Months |
| Starting Date | Immediately |

ORGANIZATIONAL CONTEXT

Adeso, formerly known as Horn Relief, is an expanding and vibrant African based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

ABOUT NEAR NETWORK

Adeso together with other local and national NGOs have come together to form a global network which was launched in May 2016 at the World Humanitarian Summit in Istanbul, Turkey. The network, NEAR (Network for Empowered Aid Response), is a movement of local organizations with a bold ambition – to reshape the top-down humanitarian and development system to one that is locally driven and owned, and is built around equitable, dignified and accountable partnerships.

POSITION SUMMARY

The Membership Coordinator will be responsible for implementing NEAR’s membership strategy under the guidance of the Executive Director. S/he will assist in building a vibrant, diverse, satisfied and growing membership and network of stakeholders that is truly representative of the NEAR vision and mission. NEAR is looking for a Membership Coordinator to implement the NEAR membership strategy under the guidance of the Executive Director. S/he will assist in building a vibrant, diverse, satisfied and growing membership and network of stakeholders that is truly representative of the NEAR vision and mission.

POSITION PURPOSE

The Membership Coordinator will be responsible for assisting with the day-to-day management of NEAR’s membership database and supporting with member recruitment and retention. The position holder will support the Executive Director with various tasks as required.



SPECIFIC ROLES AND RESPONSIBILITIES

- Under the leadership of the Executive Director, establish and implement the NEAR membership strategy.
- Work with the Network Director to maintain frequent and productive communication with current and future members, identifying and following-up on potential funding opportunities for members
- Develop and maintain an accurate and up-to-date Membership database
- Process membership applications and renewals
- Provide regular and ad hoc membership lists, statistics, information and reports as required
- Respond promptly to member/potential member enquiries
- Follow-up lapsed members and produce reports on why members lapse
- Support member acquisition, retention and renewal campaigns and related activities
- Manage email address bounce backs and unsubscribes
- Support the engagement of the members in the activities of the network
- Support member involvement of the working groups, including minutes and development of all relevant documentation from working groups.
- Support the engagement of the members in the activities of the network
- Assist members to maximize website resources
- Other duties as necessary to contribute to the overall success of NEAR.
- This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Successful candidate will be required to follow any other job-related instructions and to perform any other job-related duties as requested by their supervisor

SKILLS AND QUALIFICATIONS

- A post-graduate degree relevant to Humanitarian Aid e.g. International Relations, Development Studies, Social Sciences or related qualification
- Experience in advocacy, partnership and networking at national and international levels
- Excellent organizational skills
- A good working knowledge of member relationship management
- Proficiency in MS Office, Word and Excel, and databases
- Fluent in oral and written English; knowledge in French and Arabic an added advantage
- Excellent interpersonal skills, including the ability to communicate confidently and effectively with staff, and senior leaders;

APPLICATION PROCESS

This is a challenging opportunity for a dedicated and highly motivated professional. If you would like to join this dynamic team, please submit your application to jobs@near.ngo, quoting the position in the email subject matter, by **3rd January, 2018**.

Each application should be addressed to the Regional Human Resources Manager and include the following:

- An updated CV; and
- An application letter which should include remuneration requirements and contact information for three work-related referees.

Applications not including all of the above information will not be reviewed. Only short-listed candidates will be contacted. Adeso is an equal opportunity employer.