



# International Relations Council

107 W. 9th Street, Second Floor  
Kansas City, Missouri 64105  
816-423-2632 • [www.irckc.org](http://www.irckc.org)

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## Open Position: Membership Assistant (part time, contract)

### About the IRC

The International Relations Council works in partnership with businesses, universities, community organizations, and K-12 schools to bring a global perspective to our community. We bring world leaders and dignitaries to the metro region, host forums for high-school students to interact with and learn from foreign-policy experts, and create opportunities for area business leaders to strengthen relationships abroad. Learn more at [www.irckc.org](http://www.irckc.org).

### Position Description

The International Relations Council, a Kansas City nonprofit membership organization, seeks a part-time membership assistant to grow and sustain the IRC community and the organization's connections with the Kansas City community at large. Working closely with the executive director, the membership assistant will be responsible for managing, recruiting, and retaining members and donors; serving as an ambassador for the organization in the Kansas City community; and supporting other IRC initiatives. This position reports to the executive director. The contract period for this position is mid-September through the end of December 2019, and the role will average 20 hours/week.

### Essential Job Functions

#### *Member & Donor Management, Recruitment, and Retention (50%)*

- Manage member directory, ensuring usable, up-to-date records
- Develop, manage, and institutionalize processes for donors and individual and organizational members, including outreach, acquisition and onboarding, engagement, acknowledgment, and retention
- Ensure regular communication with organizational members
- Coordinate member spotlights
- Track and ensure prompt collection of membership dues and donations

#### *Community Connections and Outreach (20%)*

- Research, track, and liaise with area businesses, universities, nonprofit organizations, and K-12 schools with international interest to develop and deepen partnerships
- Represent the IRC at nonprofit and community events, including making informational presentations to interested groups, and grow the IRC's mailing list
- Manage and increase visibility and use of Kansas City International Directory

#### *Fund Development (15%)*

- Research and track leads for foundation funding
- Support the executive director in the preparation of grant applications and tracking of requirements

#### *Other (15%)*

- Supervise one or more university interns
- Support successful execution of IRC events
- Attend board and committee meetings as required and assist in coordination of board committees as determined by the executive director
- Other related duties as assigned by the executive director
- Special projects as required

## Qualifications

### *Required:*

- Bachelor's degree in nonprofit management, international studies, or other related field
- One year professional experience; desire to grow as a nonprofit professional
- One year customer-service experience, working with the public
- Demonstrated passion for and knowledge of world affairs, global current events, and the IRC's mission
- Developed cross-cultural competence, evidenced by prior work, study, or travel
- Strong communication skills in English, evidenced by application materials and interview
- Proven time and project management, dependability, efficiency, organization, and team skills
- Creativity and ability to solve problems with diplomacy, flexibility, and good judgment
- Professionalism and integrity

### *Preferred:*

- Professional experience in the nonprofit sector
- Graphic design and deep knowledge of the Adobe Creative Suite
- Experience with CRM/database software
- Prior experience with member recruitment and retention
- Fluency in languages other than English
- Proven effective marketing ability, including social media

## Environment and Other Expectations

The IRC office is located in downtown Kansas City, Missouri. IRC staff work in a fast-paced environment and should be prepared to balance multiple priorities and deadlines, take ownership of their projects, and work independently, as part of a team, and with a variety of interns, volunteers, board members, and other area organizations. Applicants should have their own transportation and be able to drive around the Kansas City metro area. This position involves standard office hours with occasional evening and less frequent weekend events.

## Compensation

A competitive hourly wage is offered, commensurate with education and experience. Other benefits, including parking, will be identified during the interview process.

## To Apply

Please e-mail a cover letter, resume, writing sample of no more than 500 words, and a list of three references to [mhughes@irckc.org](mailto:mhughes@irckc.org) with "Membership Assistant Application" as the subject. For priority consideration, applications should be received no later than Friday, August 9, 2019.

