Member Relations Co-Director Position

THE ALLIANCE

The Alliance is a united movement of organizations and individuals working together to serve vulnerable kids and families in the Greater Sacramento Area.

Our Mission is to prevent and heal childhood trauma by leveraging the power of collaboration. The Alliance accomplishes this by CONNECTING local agencies, nonprofits and churches with each other and valuable resources, MOBILIZING the community to make a difference, and EQUIPPING people to support kids in trauma-informed ways. The Alliance serves current/former foster youth, resource & adoptive families, single parents, families in crisis, refugees resettling locally and any child with trauma history.

MEMBER RELATIONS CO-DIRECTOR RESPONSIBILITIES

The Member Relations Co-Director is responsible for building, nurturing, and stewarding strong relationships with the Alliance's network of 75+ agency, nonprofit, and professional Members in partnership with another Co-Director. This role ensures Members feel connected, supported, and fully engaged with Alliance resources, events, and collaborative opportunities.

- **Qualifications/Prerequisites:**
  - Bachelor's degree in a related field with nonprofit work experience
  - At least 3 years of experience in the nonprofit sector
  - Strong interpersonal, communication, and relational management skills
  - Ability to work independently and as part of a team
  - Familiarity with Google Drive/Microsoft Suite plus comfortable with tech platforms
- **Job Duties:**
  - Build and maintain strong, supportive relationships with our agency/nonprofit/ professional members through personal check-ins and annual site visits
  - Co-lead Member engagement and retention efforts, including renewals, resource connection, benefit utilization, and Member-to-Member connections
  - Manage Member communications and records, including newsletters, website updates, and CRM (HubSpot) tracking
  - Plan and support quarterly Alliance Member events with our team and represent the Alliance at key partner gatherings or community networking events
- **Expectations:**
  - Work in office (Roseville) 3-4 days per week with some remote work and site visits
  - Attend weekly staff meetings in-person (Wednesdays from 1-2:30pm)
  - Available to work occasional nights/weekends based on Alliance events
- **Salary:** 20 hours/week at $25-28/hour (based on qualifications and past experience)
- **Benefits (Available after 90 days of employment)**
  - Flexible working hours
  - Paid time off (vacation time and sick time)
  - Simple IRA with 3% company match

FOLLOW UP

- If you meet the above requirements and are interested in this opportunity, please submit your resume/questions to our Executive Director, **Tiffany Loeffler**, at tiffany@defendingthecause.org