



Position Title: Membership Services Manager

EarthShare Texas | Austin, Texas | Full-Time | \$65,000

About EarthShare Texas

EarthShare Texas unites the voices of environmental organizations across Texas, empowering our community to protect and care for our natural resources. We work collaboratively with a network of nonprofits, building connections, supporting impactful initiatives, and driving forward the environmental movement in Texas. Join us and make a meaningful difference in our state!

Position Overview

The Membership Services Manager will play a pivotal role in strengthening and expanding EarthShare Texas's network by overseeing the Green Leaders Fellowship Program (GLFP), managing strategic initiatives related to member recruitment and retention, and developing programs to engage and empower member organizations. This role requires a strategic thinker and relationship builder who can work with diverse partners to drive member engagement, grow the GLFP, and secure funding that supports program growth and innovation.

Key Responsibilities

As the Membership Services Manager, you will be instrumental in enhancing EarthShare Texas's membership experience and building the capacity of our member organizations. Through strategic planning, program development, and collaborative initiatives, you will support the mission of EarthShare Texas and help our members thrive.

Member Organization and Coordination:

- Act as the primary liaison for member organizations, providing resources and support to help them achieve their goals.
- Partner with the Director of Operations to implement workplace giving campaigns, membership acquisition initiatives, and manage membership requirements
- Plan and implement member engagement activities, including workshops, training sessions, and events that foster collaboration and shared learning among members.
- Lead strategic initiatives focused on member recruitment and retention, analyzing member needs, and adapting services to meet those needs.
- Work alongside staff and board to steward and support committee priorities and projects.

Green Leaders Fellowship Program (GLFP) Oversight:

- Lead the planning, execution, and evaluation of the GLFP, ensuring program goals align with EarthShare Texas's mission.



- Scale the GLFP by refining the curriculum, recruiting top talent, and securing new partnerships that expand the program's reach and impact.
- Serve as the primary point of contact for fellows and host organizations, ensuring a seamless and supportive experience for all participants.

Grant Application & Management:

- Identify and apply for grants that support program development and membership services, tracking and reporting progress as required by funders.
- Develop and manage relationships with grant-making organizations, ensuring EarthShare Texas meets all compliance and reporting requirements.

Strategic Planning & Program Development:

- Collaborate with EarthShare Texas's leadership team to create and implement strategic initiatives that strengthen the membership experience.
- Drive innovation within EarthShare Texas's programs by researching best practices and proposing new initiatives that align with our mission.
- Track and evaluate program outcomes, making data-driven adjustments to enhance impact.

Additional Responsibilities:

- Work closely with the marketing team to promote EarthShare Texas's programs and initiatives to a broader audience.
- Represent EarthShare Texas at public events, meetings, and conferences, building connections with stakeholders and potential partners.
- Stay current with environmental trends, nonprofit best practices, and emerging opportunities to keep EarthShare Texas at the forefront of the environmental movement.

Qualifications

We believe that every candidate brings unique strengths to the role, and we value diverse perspectives that can enrich our work. While we're seeking experience in program management, member engagement, and grant administration, we encourage you to showcase how your unique background and skills make you the ideal candidate for this position. If you're driven to build strong partnerships and create opportunities for growth within the environmental nonprofit sector, we'd love to learn more about you.

Preferred Qualifications:

- Proven experience in program management, nonprofit administration, or a related field.
- A self-starter with experience in project management among diverse stakeholders.
- Background in member engagement, strategic planning, or recruitment.
- Demonstrated experience in grant writing, management, and compliance.



EarthShare
TEXAS

P.O. Box 144842, Austin, TX 78714
(512) 472-5518 www.earthshare-texas.org

- Strong interpersonal and communication skills, with the ability to build and maintain relationships across diverse groups.
- Ability to work independently, manage multiple projects, and meet deadlines with attention to detail.
- Passion for environmental work and an understanding of the Texas nonprofit landscape is a plus.

How to Apply

Please submit your resume and a cover letter outlining your relevant experience and your vision for the Membership Services Manager role to estx@earthshare-texas.org by Sunday, December 2 at 11:59PM. Please use the subject line: *Membership Services Manager Application - [Your Name]* when you submit your application.