



## Employment Opportunity: Member Services, Grants Fairy, Conference Registration Assistant, and Inquiry Connector

The Biodynamic Association (BDA) is a participatory, membership-based nonprofit organization that works to nurture the North American biodynamic movement as a diverse, collaborative, and thriving ecosystem. We help thousands of people understand and practice biodynamics, bringing health to the land and vitality to the food system, and build bridges and partnerships to deepen and evolve the movement toward regenerative agriculture and social justice.

The BDA strives to embody biodynamic principles in how we operate as an organization, and we have an agile, living approach to organizing our work. Drawing inspiration from Reinventing Organizations and Holacracy, our organization is structured into self-managing circles made up of a number of roles focused on different needs of the organization. Most people on BDA staff fill multiple roles, and the structure of circles and roles evolves to meet the changing needs and opportunities that the BDA encounters and the developing interests and capacities of staff.

### Position Summary

In our current phase of growth, we are seeking a full-time person with strong customer service and organizational skills to join our geographically-distributed staff team in filling the following open roles.

Role	Purpose	Accountabilities
Member Services	To grow and maintain membership in the Biodynamic Association	<ul style="list-style-type: none"> <li>● Co-managing and building the BDA's membership program, and increasing the number of members</li> <li>● Creating membership promotional language and materials in collaboration with BDA Promoter and Development Director</li> <li>● Determining and administering membership structure and benefits, in collaboration with Membership Sage and Development Director</li> <li>● Assisting with scheduling, promotion, and facilitation of Member Conversation Salons</li> <li>● Responding to membership inquiries and member questions and concerns</li> <li>● Collaborating with Civi Wizard to design and maintain membership-related aspects of database</li> <li>● Processing and acknowledging member joins and renewals (online, phone, and mail)</li> <li>● In consultation with relevant roles, determining contents of mailed member packets, facilitating the material exchange with those helping send the</li> </ul>

		<p>packets, and tracking which members receive a packet</p> <ul style="list-style-type: none"> <li>• Writing, scheduling, and tracking email and paper renewal reminders</li> <li>• Writing, gathering feedback on, and scheduling monthly member email communications</li> <li>• Contributing any membership messages needed for inclusion on website, social media outlets, E-news, journal, or other communication mechanisms</li> <li>• Determining, creating, and implementing a plan for the future of the Biodynamic Directory, in consultation with related circles and roles</li> <li>• Creating and implementing the annual spring membership appeal, in collaboration with the Development Director</li> <li>• Tracking and recording membership statistics in Organizational Dashboard and for team members</li> </ul>
Grants Fairy	Assist with grant writing and reporting	<ul style="list-style-type: none"> <li>• Preparing grant proposals and grant reports in collaboration with the Development Director</li> <li>• Monitoring grant proposal deadlines and grant report due dates in collaboration with the Development Director</li> </ul>
Conference Registration Assistant	Assist in a joyful, effective, and smooth registration experience	<ul style="list-style-type: none"> <li>• Assisting with creation and upkeep of registration documentation, tracking, and reporting, and alerting the Registrar when changes may be needed</li> <li>• Processing online, phone, and mailed registrations</li> <li>• Checking the registrar@ email box regularly, responding to inquiries as appropriate, and forwarding inquiries to other staff as needed</li> <li>• Attending the conference and assisting with onsite registration</li> <li>• Helping create and distribute participant name badges, information packets, and participant directory</li> <li>• Assisting with the training and supervising of registration volunteers, in coordination with Volunteers and Registrar roles</li> <li>• Helping determine type and quantity of registration materials needed, placing orders, and communicating with vendors</li> </ul>
Inquiry Connector	Connecting members and others to the	<ul style="list-style-type: none"> <li>• Managing general inquiry phone extensions and email addresses, responding to messages, and forwarding to other roles for response when needed</li> </ul>

	information they need from the BDA	
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## Qualifications

To fill the roles that we currently have open, we are seeking candidates with skills and experience relevant to the following:

- Offering warm, friendly, timely, and helpful member and customer service via phone, email, and in person
- Contact database and/or Constituent Relationship Management tools (ideally [CiviCRM](#))
- Data reporting and analysis
- Membership program management
- Conference or event registration logistics
- Other administrative and staff support tasks, including data entry and filing

Candidates who are a good fit for these roles and the BDA will additionally demonstrate:

- Enthusiasm for biodynamic and regenerative agriculture, and openness to discussing and exploring the spiritual dimensions of biodynamics
- Excellent writing and communication skills
- Good time management and capacity to prioritize competing tasks
- A high degree of organization and attention to detail
- Tech savvy; proficiency with MS Office suite, Google suite, and internet research; and interest in learning and applying new technologies
- Ability to proactively communicate and ask questions
- Willingness to give, receive, and act on honest feedback
- Warmth, kindness, and a sense of humor and fun

It is also essential that you are inspired by and drawn to our organizational mission, and have the capacity and enthusiasm to function well within our organizational structure, which offers a great deal of flexibility and freedom while requiring a high level of motivation, communication, transparency, and accountability.

## Time Commitment and Location

We have a strong preference to hire a full-time person for these roles, but will consider candidates with part-time availability depending on the needs, skills, and strengths of the selected candidate. We strive to create a dynamic, supportive, and flexible organization that allows each employee to realize their creative potential in their work.

BDA employees are responsible for setting their own work schedules in coordination with other roles they collaborate with, and communicating their schedules clearly to the rest of the team.

The BDA is a geographically-distributed, North American organization. All of our staff currently work primarily from home. We have an administrative office in East Troy, Wisconsin. Staff are in daily communication through online project management software, email, phone, and video meetings. Occasional travel for meetings, events, and conferences is required.

### **Compensation and Benefits**

The starting annual salary for this full-time position is between \$30,000-33,000. Ongoing compensation will be determined through the BDA's annual collaborative budgeting process, which takes into consideration the needs and gifts of each employee and the organization as a whole. Benefits include four weeks paid time off and eleven paid holidays per year, reimbursement for qualified health expenses of up to \$200 per month (for employees working at least 20 hours per week), and the option to participate in a retirement savings plan.

### **Application Process and Timeline**

The Biodynamic Association is an equal opportunity employer. People of color, people of all ethnic backgrounds and religious affiliations, people of all sexual orientations and gender identities, and people with disabilities are encouraged to apply.

To apply, please send an email to [resumes@biodynamics.com](mailto:resumes@biodynamics.com) with the following format:

Subject line: **[Your full name], [City, State]**

Within the body of your email, include a brief personal statement addressing:

1. Why you are interested in working with the Biodynamic Association
2. How your skills, interests, and experience intersect with the responsibilities and qualifications of these roles
3. Your time availability including hours per week, any fixed constraints on your work schedule, and when you would be available to begin work
4. Your compensation needs within the range offered for this position
5. Your desired work location
6. Anything else you want us to know about you

Attach your current resume as a PDF with the file name: **[Your Full Name] Resume**

These roles are open until filled. Applications will be reviewed and interviews will be scheduled on a rolling basis beginning Monday, August 13. Email [resumes@biodynamics.com](mailto:resumes@biodynamics.com) with any questions. No phone calls, please.