



POSITION AVAILABLE



Association Manager New England Botanical Club, Inc.

**Applications accepted until the position is filled.
The anticipated start date is February-March 2020.**

The **New England Botanical Club, Inc.** (NEBC, <http://www.rhodora.org/>) is a non-profit organization founded in 1896 with a mission to promote scientific knowledge and appreciation of the flora of New England. The organization holds monthly meetings during the academic year, publishes the scientific peer-reviewed journal *Rhodora*, awards grants for botanical research, maintains vascular and nonvascular herbaria at Harvard University, and organizes field trips and botanical workshops, among other activities. Membership in NEBC currently stands at nearly 300 individuals, representing a mix of professional and amateur botanists, academics, and students from New England and beyond.

The **Association Manager** plays a crucial role in the day-to-day operations of the New England Botanical Club. The position will take a lead role in:

- Managing and expanding the organization's membership
- Developing and improving the organization's digital infrastructure (e.g., membership database), online platforms, and social media presence
- Coordinating subscription services and various business activities with our publisher/printer (currently Allen Press) for distribution of four issues of *Rhodora* per year to members
- Working with NEBC Council and the *Rhodora* editorial staff to monitor and oversee communications and contracts with Allen Press
- Maintaining communications with NEBC members and collaborating with the organization's volunteer Council (President, Vice-President, Treasurer, Corresponding Secretary, and others)

More broadly, the **Association Manager** will take on a leadership role in identifying best practices and innovative approaches to improving and facilitating the functioning and future success of NEBC.

Qualifications:

- Excellent organizational and communication skills
- Strong interpersonal and collaborative skills
- Prior experience with digital database and/or membership management software
- Familiarity with essential online platforms and social media (e.g., Twitter, Facebook)
- Creative approaches to traditional outreach methods, as well as ideas for expanding such efforts to social media and web-based platforms
- Ability and willingness to learn new skills related to membership management, outreach, and communication

Experience or interest in botany or other plant-related fields would be a positive, but is not required for the position. The NEBC Council will work with the selected candidate to guide the transition and to maximize the candidate's strengths relative to the position.

Participation in most Council meetings, either in-person or by phone, would be expected. These meetings normally take place at Harvard University in Cambridge, MA on the first Saturday of each month between October-May, from 2:30-3:30 PM.

It is expected that the position will, on average, require approximately 8-16 hours per week, with some variation over the course of the year (e.g., increased activity during membership renewal drive in November-December). There will be considerable flexibility in scheduling work time.

Equipment: The Association Manager must have a computer and high-speed internet service. Although no office space is provided, NEBC will provide a cell phone and will reimburse necessary expenses.

Stipend and Contract: Compensation for this contract-based position is negotiable based on skills and experience of the applicant selected but is expected to be in range \$10,000-\$15,000 per year. No benefits are provided. The initial contract will be for three years (subject to yearly performance review), with options to renew based on satisfactory performance.

To Apply: Please send a resume, contact information for three references, and a cover letter describing your interests and qualifications. Applications must be submitted electronically to Jesse Bellemare (Search Committee Chair) at president@rhodora.org. Questions may also be sent to Jesse.