

Community Development Finance Association



Membership Officer

Job Description

Responsible to: Head of Business Development

Salary: £19,200 (part time 22.5 out of a 37.5 hour week, £32,000 fte)
Job share M-W or W-F, 14 days annual leave

Core purpose:

- To support, develop and grow CDFA's membership as industry leaders in the community finance sector
- To deliver projects and programmes suited to strengthening CDFIs
- With the Business Team, to deliver national funding programmes to CDFIs and others, as appropriate

Key responsibilities:

- With colleagues, to implement the membership strategy
- To support and deliver CDFA's CM2 performance management resource
- To act as a critical friend in providing the CDFA's varied organisational support and development services, based on needs of members
- To act as an advocate for CDFIs and to champion their cause where ever possible
- To convene and manage regular network meetings, that bring different CDFI types together for peer support
- To support member policy meetings, as appropriate
- To help secure resources for member related activities
- Working with the Head of Business Development, to represent CDFA on key regional groups to further the CDFI movement and to manage partnerships arising from these
- To support delivery of national funding programmes such as RGF including undertaking due diligence

Person Specification

Experience:

- Building relationships across a diverse range of organisations and individuals
- Organisation support and development
- Performance management
- Working face to face in situations that require authority and legitimacy
- General fundraising

Abilities:

- Supporting delivery of complex programmes
- Working to tight deadlines
- Supporting partnerships across a broad range of stakeholders
- Understanding of the issues and challenges facing CDFIs and ability to form a response

Core competencies (applicable to all CDFA staff):

- An understanding of, and empathy with the cdfi movement and its underpinning principles of social justice
- A strong commitment to working as part of a team
- A commitment to principles of diversity and equality
- Entrepreneurial flair and commitment to applying this in the shared pursuit of CDFA's vision
- Making best use of new technologies across all CDFA work areas