



## **Membership and Partnerships Manager**

### **Ohio Humanities Alliance**

Columbus, Ohio (Hybrid)

Part-Time Contract Position (20–25 hours per week)

**To apply:** submit resume and cover letter to Rebecca Asmo at [ohc@ohiohumanities.org](mailto:ohc@ohiohumanities.org). Applications will be accepted until position is filled.

### **Position Overview**

Ohio Humanities seeks an entrepreneurial Membership and Partnerships Manager to lead recruitment and engagement for the **Ohio Humanities Alliance**, a new statewide initiative designed to connect and strengthen Ohio's humanities community.

The Membership and Partnerships Manager will lead efforts to **recruit, onboard, and support Alliance members**, including nonprofit organizations, libraries, museums, educators, and community partners across Ohio. This role will focus on **building relationships, growing membership revenue, and delivering excellent customer service** to ensure members feel connected to and supported by the Alliance.

Working closely with the Executive Director, the Manager will help implement the Alliance's membership strategy and expand participation across Ohio's 88 counties. The position combines **outreach, relationship management, and revenue generation**, with an emphasis on creating a welcoming and responsive experience for all members.

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### **Key Responsibilities**

#### **Membership Recruitment and Growth**

- Lead statewide outreach efforts to recruit new members to the Ohio Humanities Alliance.
- Develop and implement strategies to grow membership among organizations across Ohio's humanities and cultural sectors.
- Identify prospective members and conduct outreach through phone, email, meetings, and events.
- Build relationships with cultural institutions, educators, and community leaders who can expand the Alliance's reach.
- Achieve membership growth goals, including **60 new members and \$50,000 in membership revenue by the end of FY26**, with the goal of supporting significant growth in subsequent years.
- Develop and implement communication strategies and create communications materials and content to engage prospective members and stakeholders.

### **Member Experience and Customer Service**

- Serve as the primary point of contact for Alliance members.
- Respond to member inquiries and ensure members understand and benefit from Alliance offerings.
- Provide excellent customer service and build strong relationships with members to encourage renewals and long-term engagement.

### **Member Engagement and Stewardship**

- Coordinate onboarding and welcome processes for new members.
- Develop strategies to keep members actively engaged in Alliance programs, advocacy efforts, and networking opportunities.
- Support the creation of member-exclusive events, communications, and resources.
- Develop, produce, and implement communications strategies and tactics (print, digital, and social content) to engage and inform members.

### **Data Management and Reporting**

- Maintain accurate membership records within the organization's CRM system.
- Track membership recruitment, renewals, and engagement metrics.
- Prepare periodic reports on membership growth and performance.
- Support the organization in evaluating and implementing CRM improvements to streamline membership operations.

### **Collaboration and Strategy**

- Work closely with the Executive Director, other staff and consultants to promote the Ohio Humanities Alliance and highlight member benefits.
- Collaborate with program staff to connect members with Ohio Humanities grants, programs, and initiatives.
- Represent the Alliance at meetings, conferences, and events throughout the state.

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### **Qualifications**

- Bachelor's degree or equivalent professional experience.
  - 3–5 years of experience in membership management, sales, nonprofit development, community engagement, or partnership building.
  - Excellent interpersonal and relationship-building skills.
  - Strong customer service orientation and ability to communicate with diverse audiences.
  - Highly organized with experience in administrative office environments, and strong attention to detail.
  - Experience using CRM systems or membership databases preferred.
  - Familiarity with Ohio's cultural, nonprofit, or educational landscape is a plus.
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## Position Details

- **Compensation:** \$30 per hour + performance bonus for achieving membership and revenue targets.
- **Schedule:** Part-time, 20–25 hours per week
- **Employment Type:** Contract position
- **Travel:** Up to 20% statewide travel expected; mileage reimbursed
- **Location:** Hybrid; Columbus-based organization with statewide engagement
- **Reports to:** Executive Director

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## About Ohio Humanities

Ohio Humanities is a statewide nonprofit organization that connects people with ideas and one another through the humanities. Through grants, programs, and partnerships, Ohio Humanities supports cultural organizations and communities in all 88 counties. For over 50 years, we have served Ohio's public humanities sector as the state-based partner of the National Endowment for the Humanities.

The **Ohio Humanities Alliance** is a new initiative designed to strengthen Ohio's humanities ecosystem by expanding funding opportunities, advocating with unified voice, and connecting organizations, leaders, and supporters who believe the humanities are essential to a thriving civic and cultural life.