



333 Washington Street
Boston, MA 02108 P: 617-227-1900 ▪ www.bmrb.org

Position Title: Office and Membership Manager

Position Reports to: President

Employment Status: Full-time

About The Research Bureau:

The Research Bureau is an independent, nonprofit organization that generates and applies objective, impartial research and policy analysis to promote efficient and responsible government for the City of Boston, and to enhance the City's effectiveness in addressing the evolving challenges and opportunities critical to its future. The Research Bureau boasts an expert staff and an active Board of Directors that is made up of prominent business and civic leaders across the city.

Summary of Position:

This position supports the daily operational activities of the Research Bureau, and manages membership growth, retention, and engagement activities. The focus is not only on carrying out day-to-day office and administrative tasks, but to serve as the program manager for member committees, forums, and events. The role will also entail activities to support new member cultivation. This person will be exposed to executive and C-level leaders from some of the most prominent organizations in Boston.

Membership Manager Responsibilities:

- Develop and document effective tools and consistent processes to efficiently manage existing member activities, and support new member cultivation.
- Program manager for committees, activities, and events with existing membership:
 - Partner closely with Committee Chairs and President to align agendas with the five-year plan goals.
 - Logistics planning around member forums, panel discussions, and member briefings.
 - Project management of member committees and task groups, including agenda support, meeting notes and deliverable tracking, communication, and measurement.
- Monitor membership dues collection and manage dues processing, reporting and acknowledgement.
- Coordinate the two large annual events, the Annual Meeting and the Shattuck Awards, including direct execution and management of supporting vendors.

- Provide support for new member cultivation activities, including lead generation, coordination, and follow through.

Office/Administrative Responsibilities:

- Perform bookkeeping and data entry to support and track budget, payments, and cash collections and manage payroll processing and prepare checks.
- Provide general administrative support, including but not limited to scheduling, travel coordination, correspondence and phones.
- Support with required filings and annual audit.
- Manage and communicate with vendors, and troubleshoot issues when problems arise.
- Greet office visitors, sign and distribute deliveries, and answer office phone.
- Track, purchase, and organize all office supplies and supply vendors.

Qualifications:

- Graduation from an accredited college or university or four years of equivalent job experience.
- Strong organizational and time-management skills for prioritizing a wide range of activities that include day-to-day as well as long-term projects and events.
- Excellent verbal communication, strong but friendly interpersonal skills, and a professional phone manner.
- Strong writing skills for correspondence, editing support, and documenting process.
- High proficiency with MS Office, including but not limited to Excel, Word, PowerPoint, and Outlook. Experience in QuickBooks is preferred.
- Open to learning new skills and software programs.
- Strong collaborator and team player, able to be flexible and engage in the ever-changing needs of the team.
- Discretion and confidentiality a must.

Please submit cover letter, resume and writing sample to:

Samuel R. Tyler, President,
Boston Municipal Research Bureau, Inc.
333 Washington Street, Suite 854
Boston, MA 02108

or EMAIL: OM@bmr.org