



## **Midway Investment Cooperative (MIC)**

### **Membership and Outreach Liaison – Position Description**

[www.midwayinvestmentcoop.org](http://www.midwayinvestmentcoop.org)

The Midway Investment Cooperative is seeking a passionate, outgoing, and detail-oriented individual interested in leading the MIC membership drive.

MIC is a start-up real estate investment cooperative (REIC). We're a collective of people who are joining together to invest in the Hamline Midway area. By pooling our money and power, we can make long-term, stabilizing, and transformative investments that benefit our member-owners and the neighborhood at large. Together, we can shape the future of Hamline Midway, and make it a welcoming place for all.

An REIC is a tool that allows residents to collectively buy, rehab, and manage commercial and residential properties. The cooperative model is an innovative vehicle for community investment with many advantages over traditional models. A cooperative operates democratically on a one-member, one-vote basis, so that all members have equal voting power. Working together, cooperative members can:

- transform vacant buildings into vibrant commercial properties
- reduce the kind of extraction that occurs when local businesses have to pay rent to landlords wholly disconnected from the community
- give the neighborhood greater power and influence over its own future
- support a more inclusive economic justice culture
- value the market contributions of people from more income levels

Pay: \$60-\$75 per hour, depending on experience

Type: 1-year Part-time Contract Position, 40 hours per month (ten hours per week), Opportunity for extension and/or future permanent position. Some night and weekend hours may be required.

Location: Hamline Midway Neighborhood

Application Deadline: 10.1.2022

### **ABOUT THE ROLE**

The ideal candidate will be highly motivated in a start-up environment, eager to build the cooperative's membership, a commitment to racial and economic equity, and an existing connection to the Hamline Midway community. The Coordinator will work with the MIC Board of Directors and consultants with expertise in cooperative development and fundraising to implement the vision.

## PRIMARY DUTIES AND RESPONSIBILITIES

### Membership Drive (40%)

- Serve as the primary point of contact for all new and prospective members, manage a database with all member contact information and notes
- Build out the MIC membership program and application process, following all Federal and State laws and regulations with regards to memberships and investments
- Work with bookkeeper to build out financial/accounting systems
- Solicit memberships and investments
- Collect membership dues, investments, provide documentation and updates to members, as needed
- Work with the Board treasurer and bookkeeper to prepare monthly financials to share with the board.
- Provide a written membership update to the board monthly (listing new and prospective members)
- Manage all member communication, serve as the primary contact and link to MIC members

### Community Outreach, Engagement and Partnerships (40%)

- Participate in community events, learning opportunities, etc. to get the word out about MIC
- Establish a comprehensive communications strategy via website, newsletter, social media platforms and local media to expand MICs reach across the Hamline Midway Community
- Develop a comprehensive community engagement plan for MIC focused around coop membership recruitment
- Actively grow and engage the cooperative members
- Build, nurture and manage relationships with various stakeholders
- Provide regular updates to the board on feedback from engagement
- Serve as a connector and navigator of resources/relationships as appropriate and requested.

### Coordinate Board and Member Meetings (20%)

- Attend and participate in monthly Board of Directors' meetings, send out materials, and agendas, calendar invites, as requested by the Executive Committee
- Participate in Executive Committee meetings, as requested
- In partnership with the Board of Director's coordinate annual member meeting

## TECHNICAL SKILLS/QUALIFICATIONS

- Effective organizational, time management and administrative skills, including the ability to work independently as well as in a team setting
- Financial management skills, bookkeeping, accounting, understanding of impact investing
- Ability to manage time, priorities, and resources effectively in a fluid and fast paced environment
- Experience with engaging or organizing with communities.
- Experience and comfort with public speaking

- Understanding of property development, small business development, and community and economic development strategies
- Proficient computer skills including Microsoft Office programs (Excel, Word, Power Point)
- Familiarity with cooperative and social justice organizations, campaigns, or programs
- Strong commitment to anti-racism and anti-oppressive movement building
- A people person, with a passion for building relationships and connecting with a diverse and expanding network
- Experience related to community-based economic development, small business, non-profit management, or real estate (not required)
- Bachelors in appropriate discipline or experience preferred (e.g., accounting, business, public policy/administration, cooperatives, economic development, real estate, urban development, law) or 3-5 years of experience working towards economic justice, cooperatives, community organizing or related fields. (A degree is not required for this position.)

All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. Applicants from underrepresented backgrounds and applicants who identify as low-income are encouraged to apply.

#### HOW TO APPLY:

Please send cover letter, resume, and references to MIC Coordinator Search Committee c/o [reic@hamlinemidway.org](mailto:reic@hamlinemidway.org). In your cover letter please include:

1. Any connection you have to the Hamline Midway neighborhood.
2. Why are you interested in working for a cooperative?

**The position is open until filled. Application will be reviewed starting October 1st 2022.**