**Membership Manager Position Advertisement (1-15-20)**

The Columbus Museum invites applications for the position of Membership Manager. This is an administrative position reporting directly to the Director of Development.

**Purpose Statement**

This position is responsible for the effective management of all existing membership programs and strategies for the purpose of generating both philanthropic revenue and awareness for the Columbus Museum.

**Essential functions**

- Manage the Museum's membership program for the purpose of seeking effective and creative ways to make membership attractive to a broad audience.
- Work closely with the Director of Development and Museum Director for the purpose of building relationships with members and community partners.
- Develop strategies for the purpose of soliciting new members, community partners and encouraging membership upgrades.
- Responsible for meeting annual membership goals outlined in the development plan. This is for the purpose of furthering the Museum’s strategic mission.
- Work effectively with the Marketing and Public Relations department for the purpose of product development and event promotion. Gather and proof all required content documents ensuring they are complete and accurate for public consumption.
- Research, plan, pitch and conduct trips for the purpose of member cultivation and stewardship.
- Coordinate and maintain a membership volunteer group for the purpose of assisting in the planning and organization of special projects and events.
- Responsible for creating and managing the membership budgets
- Serve as the principle liaison between the museum and members.
- Maintain detailed records of action steps on all correspondence (both letters and emails) as it relates to cultivation, solicitation and stewardship of potential or current members, including meeting notes, documents, and other substantive communication for the purpose of maintaining accurate records.
- Initiate and support cultivation and stewardship activities for current members, including donor recognition events for the purpose of donor acquisition and retention.
- Maintain reporting and record keeping using donor database software communications via letters to memberships.
- Other duties as assigned to support the Museum’s mission.
Job Requirements: Minimum Qualifications

1. Professional or volunteer experience in fundraising
2. Strong attention to detail and strong organizational skills
3. Excellent interpersonal and communication skills
4. Sales experience (memberships preferred)
5. Ability to handle multiple projects and meet deadlines
6. Some event planning experience
7. Ability to monitor and meet revenue goals
8. Familiarity with research techniques for fundraising prospect research
9. Strong contributor in a team environment
10. Knowledge of Microsoft Office; knowledge of donor database software preferred

Working Environment

The usual and customary physical demands generally 40% sitting, 30% walking and 30% standing. Some night and weekend work is necessary. The job is performed in a clean and healthy environment.

Education: Bachelor’s Degree in related field.

Required Testing: None specified

Clearances: Required criminal fingerprint clearance check every five years

Salary based on experience

Special Applicant Instructions

Review of applications will begin immediately and will continue until the position is filled. The Columbus Museum is an Affirmative Action/Equal Opportunity Employer, Committed to Diversity in Hiring.

All applications must include a cover letter, resume and five references. Only those applications with a complete packet will be considered. Please submit completed packets to Mr. J. Hunter Peak, Director of Development, The Columbus Museum, 1251 Wynnton Road, Columbus GA 31906: or e-mail to hpeak@columbusmuseum.com.