

**Posted:** August 22, 2023

## **Position: Membership Manager**

### **About the Dixon:**

The Dixon Gallery and Gardens in Memphis was founded by Margaret and Hugo Dixon, significant cultural philanthropists and community leaders. Since opening as a museum and public garden in 1976 the Dixon has distinguished itself through its vitality, productivity, openness, and access. The Dixon stands for excellence in everything it undertakes and continually strives for diversity and inclusion. Known for its robust exhibition calendar, dynamic education and outreach programs, an important art collection, and beautiful learning gardens, admission to the Dixon is always free of charge.

### **Membership Manager:**

The Membership Manager at the Dixon Gallery and Gardens is responsible for coordinating all efforts to ensure membership stability and growth, and for executing all stages of the renewal and solicitation sequences. The Membership Manager reports to the Director of Development and Communications.

### **Hours:**

- Full-time salaried position
- Willing to work at selected Dixon events that include some weekends and evenings

### **Duties include:**

- Create and implement the plan for solicitation and cultivation of members
- Prepare and mail all membership notices; record daily transactions
- Maintain accurate database records using Altru software
- Prepare membership reports and run queries as needed
- Coordinate quarterly membership committee meetings
- Other duties as assigned.

### **Qualifications:**

- Bachelor's degree or at least 3-5 years of relevant work experience

### **Skills:**

- Excellent spreadsheet, data entry and database management skills
- Strong organizational, critical thinking, written and verbal communication skills
- Proficiency in Microsoft Word, Excel and Publisher
- Ability to work in a team environment as well as independently; self-starter
- Ability to anticipate work needs and follow through with minimum direction

Qualified candidates should submit a resume and cover letter by email to Gail Hopper, Controller at [ghopper@dixon.org](mailto:ghopper@dixon.org) by September 8, 2023.

*The Dixon strives for a workplace that is diverse and inclusive. We provide equal opportunities to all applicants for employment without regard to race, creed, color, ethnicity, religion, sex, sexual orientation, age, military service, marital status, and/or disability.*