

MEMBERSHIP COORDINATOR

The Membership Coordinator at the Dixon Gallery and Gardens, a full-time salaried position, 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 Coordinator reports to the Director of Development and Communications.

- A. Minimum qualification requirements include:
- Bachelor's degree;
 - Data entry and database management experience;
 - Proficiency in Microsoft Word, Excel, and Publisher;
 - Willingness and availability to work off-hours events;
 - Proficiency in computer functionality with database management.
- B. With regard to membership, the Membership Coordinator will:
- Serve as onsite Altru trainer;
 - Record daily membership transactions;
 - Prepare and mail all renewal, lapsed, and dropped membership notices, gift acknowledgements and membership cards;
 - Develop and expand a working prospect list for individual and corporate partnership;
 - Maintain accurate database records of all members and prospects;
 - Prepare membership reports for newsletters and annual reports
 - Prepare periodic status reports for Director, Board Chair, Director of Development and Communications, and Membership Committee as needed;
 - Maintain ongoing communications and information updates with Director of Development and Communications;
 - Utilize newsletters and program listings from other arts-related organizations to identify prospective members;
 - Coordinate Membership Committee meetings by reserving space, sending meeting notices to committee members, serving as recorder at meetings, and preparing monthly reports for Membership Committee meetings;
 - Prepare prospect solicitations;
 - Coordinate membership recruitment activities at major events;
 - Serve on the membership sales team at Dixon events;
 - Assist the development staff at member events;
 - Inventory letterhead, envelopes, note cards, and brochures and reorder as needed;
 - Run queries and membership lists for staff members as needed;
 - Perform other tasks pertaining to membership as required.
- C. With regard to marketing, the Membership Coordinator will:
- With input from the Development Staff, coordinate with the Director of Development and Communications on promotional materials for points of entry and for indoor and outdoor promotional signage;
 - Work with the Communications staff to create opportunities to market membership;
 - Coordinate the timing of renewal email blasts with the Communications staff;
 - With input from the Development staff, coordinate membership marketing initiatives with the Director of Development and Communications.
- D. With regard to the organization, the Membership Coordinator will:
- Serve as Altru system administrator;
 - Serve as mailroom coordinator;
 - Perform other duties as assigned.