



Title: Membership Assistant
Classification: Part-time, Non-exempt
Department: Membership
Reports To: Membership Manager
Revised: June 9, 2017

Position Summary: The Membership Assistant is responsible for membership processing, member relations, office administration support and assisting in the membership functions of the SBMNH.

Responsibilities include:

- Processes all new and renewing membership applications and follows strict accounting procedures.
- Maintains the membership database ensuring protocols for entering and maintaining information are consistently followed.
- Reconciles membership revenue.
- Prints and mails membership cards and other materials.
- Provides staff support to membership and fundraising campaigns.
- Maintains inventory of printed materials and office supplies.
- Assists with the organization and implementation of membership events and activities, including member outreach tables.
- Assists with production and proofing of invitations and direct mail pieces.
- Represents Museum to prospective members and responds to member administrative needs such as new cards and name or address changes.
- Other responsibilities as assigned.

Special Events Responsibilities

- Works special events that relate to Membership: Members Party, Leadership Circle Dinner, Gala, Wine Festival, ArtWalk, Tribal Arts, Adventurer's Club events and exhibit openings.

Essential Requirements

- Self-starter who is highly organized and detail-oriented.
- Able to use independent judgment to produce a quality work product within tight time constraints.
- Has good computer skills, including competency with Microsoft Office (Outlook, Excel, Power Point), and experience working with a database program (experience with Raisers Edge is highly desirable).
- Is able to operate a variety of office machinery including copiers, printers, scanners, and fax machines.
- Ability to work collaboratively and independently to achieve department goals.
- Able to juggle a variety of tasks, clearly defining priorities, and manage time efficiently.
- Excellent written and verbal communication skills.
- Ability to maintain a high level of confidentiality.
- Is comfortable interacting with the general public including high profile members, donors and sponsors.
- Maintain high professional standards and communicate with diplomacy and tact.



- Maintain a professional appearance, demeanor and friendly attitude.

Preferred Requirements

- Experience working in Membership and with membership databases.

Work Environment

- General office environment with occasional work throughout the Museum's facilities (galleries, conference rooms, and exhibit halls) and outdoors.
- Significant telephone and computer work (repetitive movement – typing).
- Ability to lift up to 25 lbs.
- Frequent standing, walking, sitting, stooping, bending.

The incumbent must be able to perform each requirement of the position as outlined in the job description. **Essential Requirements** are representative and are essential for satisfactory job performance. The **Work Environment** characteristics are representative of those that may be encountered while on the job. The Museum will make reasonable accommodations to enable individuals with disabilities to perform the essential functions of the position.

Employee

I have read this position description and understand its contents.

Employee Signature

Date

Museum

Human Resources

Date