MEMBERSHIP MANAGER-FT

POSITION SUMMARY:
The Witte Museum, a history and science museum along the San Antonio River, has a dynamic team and community based environment. The Witte Museum has 500,000 annual visitors and is a family focused museum.

The Membership Manager is responsible for all aspects of the Witte's membership program and provides upper-level membership and logistical support to the Director of Annual Fund.

RESPONSIBILITIES:
Membership
- Liaison between the museum and its members, providing regular support and communication regarding member events, benefits and general questions via phone, email and in person
- Produce acknowledgement letters, membership cards, renewal notices and gift certificates
- Responsible for acquisition and renewal of memberships to meet budget projections
- Report membership sales incentives of cashiers monthly
- Coordinate with the Manager of Programs and Volunteers for member weekly tasks, events and outreach tables when requested
- Maintain the donor database including data entry of all donations, address changes, duplicate management, email address changes, and new donors, as well as website functionality that pertains to membership or donations
- Produce and facilitate copy for quarterly members magazine
- Plan and implement membership campaigns, including but not limited to: lapsed member mailings, direct mail campaigns, member solicitation events and email campaigns
- Plan all member opening weekend table assignments, Holiday Party, Witte Unlocked, and Members Fiesta and work with the Event Rentals staff to implement these events
- Track membership renewal retention rates and results
- Ability to work some evenings, weekends, Spring Break, and holidays, and occasionally off-site for outreach events
- Provide support for Development team events, including receptions, tours, and galas
- Other duties as assigned by Chief of Advancement, Vice President of Development, and Director of Annual Fund

Annual Fund
- Provide support for Quillin Society, including but not limited to: solicitations, appeals, renewals, acknowledgements and processing of donations
- Innovate and strategize for current and new Annual Fund campaigns
- Provide logistical support for Annual Fund events, including but not limited to: Quillin Behind the Scenes Tours, VIP receptions and President’s Dinner

EDUCATION:
- Required: Bachelor’s degree

EXPERIENCE AND SKILLS:
- Minimum two year fund raising or advocacy experience
- Strong organizational and people skills
- Computer literate in Microsoft Word, Excel and CRM databases, such as Raisers Edge or Tessitura
- Preferred: Experience with membership organizations and Tessitura database

PHYSICAL REQUIREMENTS:
- Ability to lift up to 30 lbs
- Must be able to bend, stoop, walk, climb stairs, stand, and sit for extended periods of time
- Must be able to work a flexible schedule including weekends, holidays, and evenings
- Must have valid driver’s license

The Witte Museum is an equal opportunity employer.

Closing date: Open until filled

Résumé and Cover Letter may be emailed to: humanresources@wittemuseum.org