

HERITAGE CONSERVANCY  
**Job Description**

<b>Job title:</b>	Membership Coordinator
<b>Department:</b>	Development & Community Engagement
<b>FLSA Status:</b>	Exempt / Full Time
<b>Reports to:</b>	Associate Director of Development & Community Engagement
<b>Direct Reports:</b>	None
<b>Effective Date:</b>	

**Position Summary:**

To aggressively recruit individuals and business members through programs, marketing and outreach efforts. To execute the logistics of donor appreciation events. Relationships with Heritage Conservancy staff and board members, committees and the general public. Financial Responsibility in accordance with the annual budget approved by the Board of Directors.

**Essential Functions:**

**Administration**

- Oversees the day to day operations of our membership program such as preparing and mailing membership renewals, sending thank you notes to new members and renewing members to acknowledge their support and inform them of their membership benefits.
- Develops creative techniques for attracting, enrolling, retaining, and upgrading individual and business members through personal visits, letters, telephone calls, networking, website and promotional material with emphasis on entry level donors.
- Performs and ensures accurate tracking of membership donations in the fundraising management software.
- Serves as the staff liaison to the individual and business membership committees. Works with volunteer committee members to recruit new members and cultivate existing members. Attends and coordinates monthly committee meetings.
- Serves as the staff lead for our donor appreciation events. Works with volunteer committees to implement these important recognition events i.e. Business Member Reception and Garden Party, etc.
- Coordinating all appreciation event details from set up to follow up. Creating and implementing the event timeline and goals. Assisting with event sponsorship. Responsible for coordinating the producing, printing and distribution of all events related print material.
- Responsible for all appreciation event related mailings and mailing lists. i.e.: invitations, sponsorship requests, thank you letters, etc.
- Develops and implements of all aspects of member and public education events (i.e. heron walks, lectures, etc.)
- Reconciles all of development department's programs and projects in the fundraising management software to the accounting software in collaboration with the Finance staff. .
- Create a biannual direct mailing (Annual Fund). Responsible for the coordination of design, printing, and distribution of mailing.
- Serve as Heritage Conservancy ambassador at community events and Chamber programs.
- Performs all other essential duties as assigned.

**Essential Skills, Requirements, Education and Experience:**

- Two years college or Associate's degree in business or marketing, or equivalent work experience is required.
- Computer and Mathematical skills are required
- Strong oral and written communications skills are required.
- Public speaking and relations skills are required.

**Physical Requirements and Demands:**

The physical requirements and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Must be able to use computers, typewriter, calculator, audio-visual equipment, telephone and general office equipment and motor vehicle.
- Must be available to attend outside meetings and events.

- Must be able to work extended hours, including early morning, evening and weekend work.
- Must have own car, automobile insurance and a valid driver's license to travel to meetings, programs and project sites.
- Regular attendance
- Frequently hear and listen, speak and read
- Frequently display a general learning ability while understanding & following oral and/or written instruction
- Continuously comprehend and understand meanings of words and ideas associated with them
- Frequently use hands to handle, reach, feel and type
- Frequently walk, stand and sit
- Continuing specific vision abilities include adjusting focus, both close & distance vision, in addition to color vision
- Occasionally required to lift and/or move up to 20 pounds

*This job description is intended to convey information essential to understanding the scope of this position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.*