



JOB DESCRIPTION Development and Membership Coordinator

REPORTS TO: Development Manager
STATUS: Full-time, Non-exempt
HOURS: 32 hours per week
COMPENSATION: Hourly range \$16-19 (DoE)

The San Diego History Center, with locations in Balboa Park and in Presidio Park, seeks a driven and committed team member to take the organization’s annual membership program to the next level. To help us share the diverse stories of our region – past, present and future – we seek a talented, experienced person to leverage annual donors’ interests to support the organization through thoughtful database management, targeted mailings and much more.

The Development and Membership Coordinator is responsible for facilitating and maintaining the San Diego History Center’s membership program, annual appeals and gift recording. This position will play a key role in the organization’s ability to secure funding for ongoing operations, exhibitions, education initiatives and public programs from our loyal, long-time supporters.

Responsible, respectful relationship management with all of our supporters is key to the San Diego History Center membership program. Through building positive and mutually rewarding relationships with our donors, this position will steward the organization’s culture of philanthropy through donor appreciation and advancement.

ESSENTIAL DUTIES AND RESPONSIBILITIES (including but not limited to):

- Works closely with the Chief Development Officer and Development Manager in planning, organizing and managing all aspects of membership – including renewals, upgrades, acquisition and appeals
- Responsible for execution of annual membership activities and events
- Provides stewardship and primary contact for members and membership inquiries
- Processes all memberships and gifts received and prepares appropriate gift acknowledgement letters and stewardship reports in a timely manner
- Leverages capabilities of Altru constituent management system (donor database)

- Enters all donations into donor database on a daily basis and maintains accurate and current records
- Leverages opportunities to engage donors (volunteer, planned giving, sustaining gifts)
- Identifies donor and member prospects for advancement
- Responds to donor and member inquiries (by email and phone) in a prompt and courteous manner
- Prepares and manages guest lists, invitations, and mailing lists for events and other donor mailings
- Seeks new processes to increase the efficacy of donor data collection and stewardship
- Prepares monthly and annual gift and membership reports
- Collaborates with various departments on specific projects
- Must be flexible with schedule – may include nights and weekends as determined by event calendar

QUALIFICATIONS:

- At least 2-3 years of demonstrable membership and/or annual giving program experience at a non-profit organization
- Advanced PC skills – proficient using MS Windows, Word, Excel, Power Point and mail merges
- Proficiency with fundraising software and databases – Altru, Raiser’s Edge, or other Blackbaud products preferred
- Proficiency with email marketing platforms – Mail Chimp preferred
- Understanding of postal regulations for direct mail and addressing
- Excellent customer service and interpersonal skills, written and verbal
- Ability to work independently and as part of the San Diego History Center team to support the mission of the History Center
- Post-secondary education
- Demonstrable success in meeting revenue milestones and reporting deadlines
- Understanding and passion for the mission of the San Diego History Center and the ability to articulate that commitment, inspiring others
- Physical requirements: walking, sitting, reaching outward, squatting, manual dexterity, balancing, standing, driving, climbing, reaching above shoulder, grasping, kneeling, pushing/pulling (15-60 lbs.), lifting (15-60 lbs.), carrying (10-60 lbs.)
- Valid CA Driver’s License and reliable transportation with proof of liability insurance

TO APPLY: Please email cover letter and resume to Piero Berlonghi, Development Manager, at pberlonghi@sandiegohistory.org with “Development and Membership Coordinator” in the subject line. **No phone calls.**