

Huntsville Museum of Art

Job Description: Part-Time Membership and Development Operations Associate
Department: Development
Reports to: Director of Development
Classification: Non-Exempt; Minimum of 20 hours per week

Position Overview:

The Part-Time Membership and Development Operations Associate is responsible for managing and overseeing all operations of the general donor database and providing statistical reports on development activities. This person reports to the Director of Development and works closely with Development Associate in Annual Giving and Membership initiatives, and other duties as necessary. Some benefits are applicable to this position. *HMA is a non-smoking facility.*

Responsibilities:

General Development

- Manage and oversee all operations of the general donor database and provide statistical reports on development activities; maintain cumulative giving of donors for the purpose of donor recognition
- Process gifts for sponsorship, fundraising events, memorials, honorariums, endowments and general operating support in Raiser's Edge
- Undertake various special projects as assigned by Executive Director and Development Director
- Work closely with Development Associate in Annual Giving and Membership initiatives

Membership

- Daily input of Memberships through Raiser's Edge database
- Print correspondence to Members: renewal notices and letters, thank you letters, welcome letters
- Ensure Members are thanked and receive tax forms and benefits in a timely manner
- Produce all Membership reports, including weekly Membership lists for Guest Services and Membership/Annual Giving reports at the end of each month
- Research unaffiliated Members for recruitment

Operations

- Deposit all funds into Association (Memberships, Endowment, Foundation Sponsorships, Memorials and Honorariums)
- Reconcile records with the Accounting Department on a monthly basis
- Manage input of event attendees to Raiser's Edge
- Manage input of events to the staff Google calendar

Requirements:

Training and Experience

- Minimum 5 years non-profit experience
- Raiser's Edge or comparable donor database management experience

Abilities and Skills

- Good personal judgment, integrity and ability to handle all situations with honesty, tact, and maturity
- Excellent business, writing, and personal communication skills
- Attention to detail and high level of accuracy
- Ability to work well with other departments

Huntsville Museum of Art

- An enthusiastic and positive attitude
- Ability to prioritize and work independently to accomplish goals
- Self-discipline and a high level of personal organization.
- Ability to produce timely reports.

The above responsibilities are generalizations to describe the principal work functions of the job and shall not be considered as a detailed description of all work requirements that may be in the position.

Send Part-Time Membership and Development Operations Associate application (cover letter, resume, and three professional references) to careers@hsvmuseum.org.

The Museum hires for multiple position openings at any given time, so please include the full title of the position that you are applying for in the subject of your e-mail. *No phone calls please.*