**Membership Coordinator**

April 15, 2022
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Position Overview

The Membership Coordinator oversees the organization’s membership records and membership relationships, and performs administrative duties. The Membership Coordinator maintains membership information in a Salsa CRM database. The Membership Coordinator and keeps member records up to date, oversees member renewal solicitations, and helps devise tools and procedures for strengthening SJCA’s relationship with members. The position provides administrative support for SJCA’s employees and office. Additionally, the Membership Coordinator supports outreach and fundraising events in partnership with SJCA’s Communications Manager. Supports Communications Manager with solicitations, mailings, and other activities.

Membership

* Proficient in Salsa Membership Database and keeps all membership information current and accurate
* Input member donation records and send out thank you letters with IRS verbiage
* Assist with monthly membership statistic reporting
* Assist with membership appreciation projects
* Assist with Appeal and Newsletter mailing lists
* Send out monthly renewal letters
* Contact declined or expired recurring donors

Administration

* Track employee paid time off balances on a quarterly basis
* Consolidate employee timesheets and determine time spent on restricted grants
* Responsible for updating employee benefits including new enrollments, terminations and annual rate changes
* Assist with all physical mailings, including newsletters, fundraising solicitations, and other physical communications
* Maintain sufficient quantity of office supplies
* Support communications efforts – email, social media, or physical
* Assist with other administrative tasks as needed

Events Management

* Assist in planning and coordinating events where needed
	+ Help obtain silent auction items for fundraisers
	+ Assist in seeking out and cost comparison for new vendors (e.g. caterers, venue)
	+ Invoicing sponsors and following up on payments
	+ Hanging posters, decorations, assisting with invites, event roster, nametags, etc.
* Attending events and assist where needed
	+ Set-up
	+ Execution and tabling
	+ Breakdown
* Input attendees into membership database

Operations and Procedures

Each staff member is expected to participate in regular staff meetings, long-range planning, leadership and staff development, workload management, conflict resolution, and other activities as needed.

Fundraising

Responsible for providing the Executive Director with appropriate information to assist in preparing foundation proposals, member solicitations, and other fundraising requests.

Office Administration

Each staff member is expected to fulfill certain administrative tasks such as completing time sheets, travel reimbursement forms, and vacation request forms, writing newsletter articles, cleaning the office, filing, answering the phone, and others as needed.

Staff Support

Each staff member is encouraged to be part of a supportive staff team that stimulates critical thinking, learning and personal growth.

Evaluations

Performance will be evaluated on an annual basis.

Accountability

Work is to occur under the direction of the San Juan Citizens Alliance Executive Director.

Work Location

Primary work location is the Durango office.