

Tohono Chul Park

Job Description

Position: **Membership Coordinator**

Supervisor: Director of Philanthropy

Hours: 9:00 – 5:00 Monday - Friday

Job Description:

The Membership Coordinator for Tohono Chul Park is responsible for processing memberships and donations for the Park, which has more than 6,000 memberships. This position produces all related correspondence, generates financial reports and maintains accurate records using a Raiser's Edge software. The Membership Coordinator also assists with the Annual Fund, works closely with the Director of Philanthropy and researches grant and funding opportunities.

Duties:

- Process new and renewed memberships
- Process donations and produce thank you letters
- Prepare and mail all membership and donation correspondence
- Evaluate monthly budget and actual income from membership and provide written report to Director of Philanthropy
- Establish retention rates for membership renewals and evaluate trends
- Provide Director of Philanthropy and Executive Director with monthly a list of expired memberships over the \$100 level
- Run a monthly reconciliation report and other reports as needed
- Run daily computer back-up and weekly member update on POS
- Assist with the preparation and delivery of bulk mailings
- Plan reception for monthly New Member tour
- Assist with the Annual Fund in various capacities as needed
- Assist with memorial donation customer service and processing
- Drop the mail at the post office every night
- Other duties as needed such as help with special events, answering phones, and writing and editing thank you letters

Requirements:

- Strong verbal and written skills
- Communication and interpersonal skills
- Extensive experience with Microsoft Word and Excel
- Fund Raising software experience required
- Raiser's Edge experience strongly preferred

Please contact Lisa Phillips: 7366 N Paseo del Norte, Tucson, AZ 85704, fax 797-1213 or lisaphillips@tohonochulpark.org