

December 5, 2011

Membership & Outreach Coordinator Job Description

Location: Tucson, Arizona

Supervisor: Executive Director

Type: Part-time, FMLA non-exempt

Compensation: \$14-16/hour, DOE



Background on the organization

The Santa Cruz Valley Heritage Alliance, Inc. is a nonprofit organization based in Tucson, AZ. Our mission is to connect people to the cultural, historic, and natural treasures of the Santa Cruz Valley through education, preservation and promotion of its unique resources and living traditions. For more information visit www.SantaCruzHeritage.org.

Position Description

The membership and outreach coordinator will assist the executive director with general fundraising and outreach responsibilities. She/he will also assist in event coordination, fundraising planning, and financial management. The position demands a high level of organizational skills and attention to detail. This is a part time, 20 hours/week, position that is funded for 12 months. Pending additional grant awards, the position may become permanent.

Essential Duties and Responsibilities

- Process donations and thank you letters into GiftWorks database.
- Manage the biannual membership appeals, including copy, prep, printing, mailing, and tracking responses.
- Prepare, print, and organize documents for mailings, events, donor meetings, and presentations.
- Assist with or lead event planning and execution.
- Manage and improve general membership program, including donor incentives.
- Assist with donor cultivation.
- Manage and refine Heritage Business Membership program, including outreach, renewals, webpage updates, etc.
- Assist with researching and writing grant proposals.
- Prepare outreach materials, including print newsletter twice a year, monthly e-newsletter, and website content.
- Provide programmatic support to the Executive Director as appropriate.
- Assist with maintaining current content on the website.
- Participate in outreach events and fundraising events, as needed.

Qualifications

A four-year accredited college degree and 3+ years of relevant work experience (administrative, fundraising, or outreach and marketing). An equivalent combination of

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education and experience may be accepted as a satisfactory substitute for the required education and experience listed above. Other qualifications include:

- Strong organizational skills
- Experience with MS Office basic computer programs (Word, Excel, PowerPoint, etc.)
- Ability to interpret and manage budgets
- Experience with database management (GiftWorks or other nonprofit fundraising database)
- Strong written and verbal communication skills
- Ability to manage multiple, complex tasks
- Commitment to the mission of the Santa Cruz Valley Heritage Alliance
- Professional demeanor

To apply

Send a cover letter and resume with two references to Vanessa Bechtol, vanessa@santacruzheritage.org. Please save your cover letter, resume, and references as a single pdf file with a file name FirstName_LastName_MembershipOutreach.pdf

Applications are due by 5 p.m. Dec 27, 2011.