



POSITION ANNOUNCEMENT - PLEASE POST OR CIRCULATE

MEMBERSHIP COORDINATOR

Announced May 5, 2009

The Organization

Chartered by the Georgia General Assembly in 1839, the Georgia Historical Society is a private, non-profit organization that serves as the historical society for the state of Georgia. GHS is the oldest cultural institution in Georgia and one of the oldest state historical societies in the nation. For nearly 175 years, GHS has fulfilled its mission to collect, preserve, and share Georgia's history by presenting a variety of educational programs, authoring publications on Georgia and southern history, and by operating a library and archives at its statewide headquarters in Savannah.

Position Summary

The Membership & Communications Coordinator is responsible for the marketing, coordination, and processing of membership and other gifts as well as implementing public awareness strategies. Specific duties are: 1.) coordinating and implementing all matters related to membership acquisition and renewal; 2.) organizing and tracking details of membership and other development campaigns using Raiser's Edge; 3.) acting as the primary liaison to members regarding membership issues; 4.) working with others in planning and implementing programs, events, and fundraising drives for the Society; and 5.) assisting with public relations and communications strategies.

Job duties and responsibilities:

The statements below describe the scope of responsibilities and essential job duties of this position, but should not be considered an all-inclusive listing of work requirements. Incumbent may perform other duties as assigned.

- ◆ *Membership:* Coordinate membership acquisition and renewal efforts; handle member services such as payment processing and acknowledgement as well as premium fulfillment. Work with others to create and implement member cultivation and upgrade strategies; analyze and recommend modifications to the membership program as needed. Create and implement direct mail campaigns and membership promotions. Handle member communications including correspondence and inquiries about membership policies and benefits as well as other donation information. Maintain paper and electronic membership records and edit information known to be incorrect or dated including change of address, type of member, donations, etc. Attend/assist with coordination of membership events.
- ◆ *Database Maintenance:* Develop and maintain data (and database) in Raiser's Edge for all GHS events (Georgia Days, Annual Giving appeal, etc.) Prepare event specific reports for departmental use (gift detail reports, summary reports, etc.) Reconcile database financial information with accounting on a quarterly basis. Maintain and regularly update database of contacts. Ensure paper files exist to backup electronic data.
- ◆ *Communications:* Work with others to promote the work of the Georgia Historical Society at the local, state, and national level. Public awareness strategies include media relations, advertising and promotion of events, and electronic and print publications. Enhance and maintain current news

media and other contact lists; responsible for overall accuracy of data. Place and supervise creation and production of print and electronic promotional materials. Draft press releases, arrange media contacts and interviews with spokespeople, and distribute materials. Work with others to ensure website is promoted and seek links from other sites (tourism, retail, etc.). Work with designers to create cards for promotion of events. Disseminate news material to appropriate news media and contacts. Provide lists generated from database for publications and other uses.

Supervisory responsibilities: None

Qualifications:

Knowledge, skills, and abilities: Must be detail-oriented and possess organizational and problem solving/trouble shooting skills. Excellent written and verbal communications skills with the ability to communicate effectively with a wide range of audiences. Must be able to coordinate multiple tasks in a thorough and comprehensive manner. Must possess initiative and the ability to exercise good judgment. The ability to remain calm, productive, and pleasant in a job that includes numerous projects, responsibilities, and tight deadlines is essential. Interest and/or background in history or historic preservation a plus.

Education: Bachelor's Degree or equivalent work experience.

Experience: 3-5 years of progressive experience. Proficient in Microsoft Office. Experience with Raiser's Edge software **required**, specifically membership module and ability to run queries, export data, and manage mail program.

Salary and Benefits

Competitive annual full-time salary. The Society offers a comprehensive benefits package that includes health, dental, and disability insurance; paid holidays, medical leave, and vacation.

To Apply

Send cover letter, resume, and confidential salary history or requirements to:

Laura García-Culler
Georgia Historical Society
501 Whitaker Street
Savannah, GA 31401
Fax: (912) 651-2831
Email: jobs@georgiahistory.com

No phone calls please.