



International African American Museum

## **Position Description: Membership Manager**

### **Position Overview**

The International African American Museum (IAAM)'s Membership Manager will be responsible for the development and implementation of the IAAM's Charter Membership program. This program is a critically important vehicle to raise operating funds to support the growth and development of the IAAM. The manager will report directly to the Chief Operating Officer and partner with the IAAM's development team to execute the IAAM fundraising efforts. She or he will be responsible for all membership activities including membership database management and acquisition, direct mail/email campaigns, social media, and all marketing and management efforts needed to successfully meet membership goals.

### **Responsibilities**

- Design, manage, and implement the IAAM's Charter Membership program
- Organize the processing of memberships
- Conceptualize and manage membership events as needed
- Create a healthy and vibrant membership program that engages and informs the public and is a major source of the museum's annual operating revenue
- Develop personalized membership correspondence for membership categories
- Manage the membership database (Altru), consultants, and vendors who support the membership program
- Charter Membership stewardship, retention, and program expansion
- Analyze data to inform the membership program
- Consistently grow and retain members and memberships on an annual basis
- Stay current on national best practices related to membership campaigns

### **Qualifications**

- Relevant experience creating and managing effective membership programs
- High level of creativity, energy, and passion
- Strategic planning experience, discipline and follow-through
- Enthusiasm for new strategies and tactics
- Experience applying a wide range of methods and practices for the planning and assessment of a membership program
- Experience with social media including but not limited to blogs, Facebook, Instagram, Snapchat, Twitter, etc.
- Event planning experience
- Excellent interpersonal, verbal and written communications skills

- Powerful commitment to make the IAAM succeed

### **Recruitment and Application Process:**

- Term: Full-time; permanent position
- Start date: as soon as possible
- Benefits include: medical, dental, vision, 403B retirement contribution, paid vacation and sick leave
- Salary range \$50,000 - \$60,000
- Parking is not available
- Travel Required

To Apply: Please send the following documents to [resumes@iaamuseum.org](mailto:resumes@iaamuseum.org): letter of interest, resume, and three references. Please attach these documents to an e-mail message with this subject line: Membership Manager. We seek to fill this position as soon as possible.

The International African American Museum is an Equal Opportunity Employer committed to building a diverse and inclusive workforce and does not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin or ancestry, age, sexual orientation, gender identification, genetic information, veteran or disability status or any other factor prohibited by law.

### **About the International African American Museum**

Located on one of the most sacred sites of African American history, the International African American Museum (IAAM) in Charleston, SC will be a museum, memorial, and site of conscience that commemorates the foundational role that Africans and their descendants played in the making of America. It will be one of the most important historical and cultural institutions in the country - presenting critical history and programming that will have meaningful social impact.