



## **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 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. 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 Membership program
- Develop personalized membership correspondence
- Manage the membership database (Altru), consultants, and vendors
- 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**

- **REQUIRED:** Experience creating, managing and executing effective membership programs with a minimum of 1000 annual members OR experience as the deputy of a membership program with a minimum of 5000 members. This experience with a cultural institution is a plus.
- Enthusiasm for new strategies and tactics
- Experience applying a wide range of methods and practices for the planning and assessment of membership programs
- Proficient with social media

### **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
- 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.

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.