

The **City of Mesa** is a great place to work! In addition to competitive salaries, the City also has a generous amount of other benefits available. For more information, please see our website: <http://mesaaz.gov/benefits/>

**Mesa Arts Center - Membership Coordinator**  
(\$46,118 - \$66,082 Annually)

Mesa Arts Center is seeking a Membership Coordinator who is responsible for planning, overseeing, implementing, and coordinating the membership and Annual Fund program for the Mesa Arts Center and its donor stewardship programs. This position will provide assistance to the Mesa Arts Center Development staff and Mesa Arts Center Foundation in setting and exceeding annual financial and customer service goals.

The ideal candidate will have experience in fundraising, creating direct mail solicitations, event planning, database experience, excellent customer service skills, and donor stewardship experience. Also, experience with box office software applications and development/fundraising software applications, particularly AudienceView or Donor Perfect are preferred.

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required:**

- Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a bachelor's degree in Business, Arts Administration, or a related field.
- Good (1 - 3 years) paid development work experience that includes designing, implementing and evaluating annual and special-purpose fundraising campaigns, working with donors/members/volunteers, working with vendors (printers, caterers, etc.), and creating systems for accurate record keeping.

**Special Requirements:**

- Must possess a valid Class D Arizona Driver's License by hire date.

**Preferred/Desirable Qualifications:**

- Marketing/Communication experience, especially as it relates to presentation and visual layout of materials and special event coordination experience are preferred.

Please refer to the link below for the full job description and additional information regarding assignments, preferred qualifications, and essential functions.

**City of Mesa** offers a competitive benefits package. A CITY OF MESA ONLINE APPLICATION IS REQUIRED. Applicants are encouraged to apply as soon as possible. Please apply by 7/8/21. For complete job description, requirements and online application form, please visit our web site at: <https://www.governmentjobs.com/careers/mesaaz/jobs/3124903/membership-coordinator?keywords=membership&pagetype=jobOpportunitiesJobs>

*City of Mesa is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*