

ASSISTANT MEMBERSHIP COORDINATOR

Posting Number	req12735
Department	Arizona Public Media
Department Website Link	azpm.org
UArizona Website Link	https://talent.arizona.edu/
Location	Main Campus
Address	Tucson, AZ USA
Position Highlights	<p>This position supports all efforts within Arizona Public Media (AZPM) to cultivate, solicit, and track current and potential members and major donors supporting the Building Communities Capital Campaign and overall membership through efficient database management. Exceptional database management skills and the ability to handle multiple priorities for AZPM executive leadership, finance, and membership departments is required. Must have strong attention to detail in managing multiple, ongoing, simultaneous mini campaigns to solicit AZPM's 30,000 plus members.</p> <p>Arizona Public Media® and AZPM® are registered trademarks of the Arizona Board of Regents, which, for the benefit of the University of Arizona (UA), holds the Federal Communications Commission (FCC) broadcast licenses for all AZPM radio and television stations.</p> <p>AZPM is an editorially independent, nonprofit service of the UA and is funded through the generous support of annual and sustaining members, the business community (through program underwriting), fee-for-service production activities, the Corporation for Public Broadcasting, and direct and in-kind support from the UA.</p> <p><i>Outstanding UA benefits include health, dental, and vision insurance plans; life insurance and disability programs; paid vacation, sick leave, and holidays; UA/ASU/NAU tuition reduction for the employee and qualified family members; state and optional retirement plans; access to UA recreation and cultural activities; and more!</i></p> <p>The University of Arizona has been recognized for our innovative work-life programs. For more information about working at the University of Arizona and relocations services.</p>
Duties & Responsibilities	<p>Duties and Responsibilities:</p> <ul style="list-style-type: none">• Manages data to enable direct mail, text, and email efforts, on-line giving, and other solicitation methods.• Pulls member data from database to suppress capital campaign donors from additional efforts (up to 4 lists per week).• Uses data to track performance of all fundraising efforts.

	<ul style="list-style-type: none"> • Creates and shares daily, weekly, monthly, and quarterly capital campaign activity reports to support internal and external teammates. • Database reconciliation of capital campaign and membership gifts. • Runs gift acknowledgment lists for printed letters and emails and coordinate their sending weekly. • Prepares monthly and ad hoc campaign reports for AZPM Membership, Finance, and Executive Leadership. • Coordinates with multiple outside vendors and internal staff to complete fundraising projects. • Coordinates with vendors to oversee deployment of fundraising mail, email, and text messages. • Operates various software programs to complete tasks. • Runs monthly EFT transactions for capital campaign and membership gifts. • Assists in other gift processing and reconciliation as needed. • Provides excellent customer service to AZPM members via phone and email. • Provides ongoing support for member questions. • Provides additional support to the AZPM Membership team to execute various fundraising campaigns, events, and more. • Performs other duties as assigned. <p>Knowledge, Skills, and Abilities:</p> <ul style="list-style-type: none"> • Proficient knowledge of excel. • Effective communication skills.
Minimum Qualifications	<ul style="list-style-type: none"> • High school diploma or equivalent, or equivalent learning attained through experience required. • Minimum of 3 years of relevant experience required.
Full Time/Part Time	Full Time
Number of Hours Worked per Week	40
Benefits Eligible	Yes - Full Benefits
Rate of Pay	\$16.76 - \$21.90, DOE
Compensation Type	hourly rate
Target Hire Date	1/9/2023
Contact Information for Candidates	Alexia Aguilar aaguilar2@arizona.edu
Open Date	12/1/2022
Open Until Filled	Yes
Documents Needed to Apply	Resume and Cover Letter
Special Instructions For Applicants	Please apply for this position via this link at UArizona Careers https://talent.arizona.edu/ you will need to search the requisition number req12735 and submit a Resume and Cover Letter

