



**AMERIND**

**Amerind Foundation Job Announcement**  
**Membership Associate**  
**Part-time**

**Position Description**

The Amerind Foundation of Dragoon, Arizona, seeks a part-time, creative and detail-oriented individual to serve as Amerind's Membership Associate under the supervision Chief Development Officer (CDO) and in close coordination with the President/CEO, senior staff team, members, and volunteers. The Membership Associate will have primary responsibility for managing all aspects of membership-related work and assisting in administration with the overall development program. The position offers opportunities to grow and possible remote work arrangements. As a halftime position, the employee will accrue sick leave but qualifies for no other benefits. Hourly pay will be \$22.00 - \$27.50/hour, depending on experience.

**Primary Responsibilities**

- Manages the membership program and its monthly, multi-step, digital and print mailing renewal process.
- Develops, implements, and evaluates new and creative ways to solicit, increase, and upgrade new and existing memberships.
- Helps manage and improve Neon Customer Relationship Management (CRM) development database and additional communication systems.
- Serves as primary membership customer service contact, stewarding their annual support, encouraging membership renewals and upgrades, and keeping members up-to-date on special events and program benefits.
- Prepares monthly and quarterly reports for the CDO and CEO.
- As time permits, supports the overall development program with event planning, gift processing, and occasional assistance with gift acknowledgment letters.
- In partnership with the team, supports program and development mailings and mailing lists.
- Coordinates monthly with CDO on members and donors for the best stewardship and cultivation.
- Plans and executes membership events in partnership with CDO and the team.
- Availability to work occasional weekends and evenings, supporting the staff team at special development, membership, and program events.

**Minimum Requirements**

- Bachelor's degree or equivalent experience in membership management or related experience.
- Detail and deadline oriented.
- Experience working directly with the public and providing first-rate customer service to and communicate with a wide variety of constituencies.
- Skills and experience with having the management responsibilities with database software, CRM preferred.
- Proficient in Microsoft Office products, experience with CRM or similar software.
- Available to work some special events on weekends and evening.
- Excellent reading, writing, and editing skills in standard English



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**The Amerind Foundation, Inc.**

Amerind Foundation is a 501(c)3 operating foundation dedicated to promoting knowledge and understanding of Indigenous peoples of the Americas through research, education, conservation, and community engagement. Amerind is located in rural southeastern Arizona, 60 miles east of Tucson. The successful candidate must have reliable transportation as this is an onsite position.

**How to Apply**

Applications should consist of a letter summarizing the applicant's interests and qualifications, a copy of the applicant's current resume, the names and contact information of three professional references, and Amerind's online application which can be downloaded at <http://www.amerind.org/employment.html>. Successful applicants will undergo a criminal background check. Applications review will begin on January 31, 2025, and the position will remain open until filled. Please email application materials to [amerind@amerind.org](mailto:amerind@amerind.org) or send applications to:

The Amerind Foundation, Inc.  
P.O. Box 400  
Dragoon, AZ 85609  
ATTN: Membership Associate

The Amerind Foundation is an equal opportunity employer and values a diverse professional community and learning environment. Candidates who can contribute to this goal are encouraged to apply and identify their strengths and experience in this area.