

Amerind Foundation, job announcement Development and Membership Associate



AMERIND

Position Description–REPOSTED as Full-Time Position

Amerind seeks to foster and promote knowledge and understanding of the Native Peoples of the Americas through research, education, conservation, and community engagement. Located 60 miles east of Tucson, the Amerind Museum in Dragoon, Arizona, seeks a dynamic individual to serve as its Development and Membership Associate. The role will report to the Chief Development Officer and work in close partnership with the President and CEO, senior museum staff, and volunteers.

The Development and Membership Associate will have an opportunity to contribute to our quickly growing museum with primary responsibilities in supporting membership and gift processing, donor data management, donor and development communications, data analysis and prospecting, event planning, and will support department coordination with all stakeholders. The ideal candidate takes great pride in attention to detail and really enjoys making connections and strengthening relationships for our community. A successful candidate will take initiative and is capable of managing a variety of tasks and priorities with creative thinking and curiosity. The Development and Membership Associate is expected to regularly use, help manage, and improve efficiencies with existing technology and tools. Excellent customer service skills are a plus for the development program's work with both supportive community members and outside vendors. The role on Amerind's highly collaborative team offers the right candidate possible hybrid work arrangements and an outstanding opportunity to grow. This is a full-time position. Depending on experience, salary will be between \$50,000 and \$53,000 plus benefits.

Primary Responsibilities

- Manage and improve Neon Customer Relationship Management (CRM) database and additional communication systems.
- With support, manage gift processing, acknowledgment letters, digital and print mailing lists, membership coordination, and development reporting.
- Manage 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 and steward Giving Circle donors and members.
- 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 membership reports for the CDO and CEO.
- Support fundraising strategy research and identifying prospective opportunities with new and existing donors, members, and organizational funders.
- Event planning, with support from staff team, volunteers, and vendors.
- Assistance with donor communications and scheduling matters.

Minimum Requirements

- Experience working directly with the public and providing first-rate customer service to a wide variety of constituencies.
- At least two years of professional experience in development, marketing and communications, museums, public programming, or related fields.
- Bachelor's degree or equivalent work experience.
- Strong organizational skills with proven ability to prioritize and multitask while maintaining meticulous attention to detail.
- Prior experience with managing special events and/or public programs.
- Proficient in Microsoft Office products, experience with CRM or similar software.
- Must have experience with maintaining correspondence, discussions, and materials in strictest confidence.
- Some familiarity with budgeting, business management, and the coordination between managing relationships and finances.
- Basic knowledge or experiences with public promotion, graphic design, grantseeking, and sponsorships.
- Reliable transportation and a driver's license are required.
- Availability to work occasional weekends and evenings.

Preferred Requirements

- Advanced degree or certifications in related fields.
- Skills and experience with having the primary management responsibility with a CRM database.
- Some background in communications and graphic design.
- Demonstrated experience and successes with major special events or public programs.
- Experience with engaging a variety of communities, individuals, corporations, and funding agencies.

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 **March 26, 2025** and the position will remain open until filled. Please email application materials to amerind@amerind.org or send applications to:

The Amerind Foundation, Inc.
P.O. Box 400
Dragoon, AZ 85609
ATTN: Development and 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.