



**JOB TITLE: Membership Coordinator**

**CONTRACT: Full-time, exempt**

**REPORTS TO: Director of Development**

**The Position:**

The Membership Coordinator is responsible for managing and growing the membership program of the ICAA, which currently brings in nearly \$500,000 and serves 2,000 people annually across 15 Chapters and the national office. Working closely with the Director of Development and Director of Operations and Special Projects, the Membership Coordinator designs programs, sets strategy, solicits and acknowledges gifts, and reports on outcomes and trends in membership.

**Position Responsibilities:**

- Alongside the Director of Development and Director of Operations, set strategy and goals for annual membership program
- Solicit, process, enter, and acknowledge membership gifts
- Copy/track all \$1,000+ gifts for records
- Maintain accuracy of member records in Raiser's Edge and in the membership directory on the ICAA website
- Manage membership benefit fulfillment
- Regularly report on membership results and trends
- Assist Chapters in managing their memberships, including providing regular reports of new and active members, facilitating their local membership campaigns, and presenting at the College of Chapters
- Respond to member and Chapter inquiries related to membership over email and by phone
- Set goals for, design, and implement 2-3 membership appeals each year and report on results
- Plan and manage logistics for at least one membership event each year
- Communicate new and current member lists to Chapter Coordinators
- Work with finance department to determine and release chapter rebates on a quarterly basis
- Process book fulfillments and book purchases made through the ICAA bookstore
- Other projects as assigned

**QUALIFICATIONS:**

- Must have Bachelor's degree and at least two years of membership or related non-profit experience
- Must be detail-oriented and highly organized, with excellent oral and written communications skills
- Must be a self-starter and stay up to date on current trends in membership

- A high level of energy, initiative, and creativity is essential
- Ability to interact professionally with trustees, members, donors, volunteers, and colleagues
- Proficient in database management, Microsoft Office Suite, and Adobe Suite
- Ability to think creatively and strategically
- Demonstrate ability to exercise independent judgment and initiative; can work independently and as part of a team in support of the organization's goals and mission
- Must show exceptional attention to detail while managing multiple projects on tight deadlines
- Interest in architecture, art, or design is a plus
- Experience with Raiser's Edge or similar fundraising software is required

**To apply, please send cover letter, resume, and two writing samples (fundraising appeals and/or acknowledgements preferred) to [jobs@classicist.org](mailto:jobs@classicist.org) using the subject line: Membership Coordinator. No phone calls, please.**