

The Conservation Society of San Antonio
JOB DESCRIPTION

JOB TITLE: Membership and Development Assistant

Incumbent: Open
Supervisor: Society Director of Operations
Evaluator: Society Director of Operations

JOB SUMMARY

Supports organizational objectives by updating and maintaining member and donor database, writing grants, participating in marketing and outreach, and assisting with general administrative and committee functions.

REQUISITE SKILLS/EDUCATION

1. Requires a minimum of Associate Degree or 4-years related experience, or equivalent combination of education and experience. Non-profit experience preferred.
2. Effective time management with ability to hit deadlines; grant writing skills, and experience in software programs including Microsoft Office and Adobe Creative Suite. Proficiency in constituent management software.
3. Has a working knowledge of the Conservation Society and is informed about the general history of San Antonio.
4. Must be able to work with volunteers and maintain a pleasant demeanor while multi-tasking and performing in a sometimes highly active environment.

JOB DUTIES

1. Manages membership database and provide member lists as needed.
2. Assists with all stages of the annual membership drive, including but not limited to: membership renewal mail out and a confirmation letter of the members' renewal status.
3. Assists with all stages of the Capital Club membership, including but not limited to: the membership renewal mail outs, marketing to prospective members, and coordination of membership benefits & events.
4. Responds to all inquiries related to membership, dues, volunteer opportunities, and benefits.
5. Reconciles membership, Capital Club and donation records with the Society Bookkeeper.
6. Assists in the coordination of Membership events throughout the year. Attends events as needed.
7. Works with Staff and Board on the solicitation of grants, grant writing, and other development activities and research.
8. Helps create, edit and maintain website content in concert with other Staffm using website management software.
9. Assists in the production of the yearbook, periodic newsletters, and other publications for print and digital distribution.
10. Creates invitations, flyers, marketing materials, etc. in a timely manner as needed.
11. Provides staff support for assigned committees. Ensures all tasks are carried out before deadlines. (Tasks include but are not limited to: assisting chairmen with completing and submitting applications,

submitting bills to accounting, communication with committee members to schedule meetings and events with the President and Executive Director as needed.)

12. Assists committee chairmen with budgets as needed.
13. Provides back up support to the Secretary.
14. Available for extended hours/ days during events as needed.
15. Must be flexible and perform other duties as required.

PHYSICAL FACTORS

1. Must be able to remain in a stationary position for 75 percent of the time.
2. Lifting and carrying up to 20 pounds
3. Occasional bending, kneeling, and reaching.

JOB DESCRIPTION EFFECTIVE:

ANNIVERSARY DATE:

CLASSIFICATION:

Non-exempt, full-time hourly

Approved by: _____

Kathy Rhoads, President
The Conservation Society of San Antonio