

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, participating in marketing and outreach as needed, 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; 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 provides 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 donors, 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. 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.)
6. Assists committee chairmen with budgets as needed.
7. Provides back-up support to the Society Director of Operations.
8. Available for extended hours/ days during events as needed.
9. 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.
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JOB DESCRIPTION EFFECTIVE: October 3, 2023

ANNIVERSARY DATE:

CLASSIFICATION: Non-exempt, part-time hourly

Approved by: \_\_\_\_\_

Kathy Krnavek, President  
The Conservation Society of San Antonio