

JOB DESCRIPTION

Title: Membership and Events Assistant
Supervisor: Christine Lockhart
Prepared By: Christine Lockhart
Date Prepared: April 7, 2014

Summary of Position:

The Membership and Events Assistant is responsible to assist with a wide range of administrative support for the Development department. This full-time position is responsible for database use and maintenance, including individual memberships and Southwest Michigan Sustainable Business Forum (SWMSBF) membership acknowledgements and renewals, CSA farm share maintenance, event registrations, and volunteer records maintenance. In addition, this position will assist in producing solicitations and coordinating bulk mailings using presort software. Other special projects as assigned by the supervisor.

Duties:

- Enter and maintain information in the Raiser's Edge (RE) database.
- Process all online and hard copy membership data into the RE database.
 - Membership types include Kalamazoo Nature Center memberships, Southwest Michigan Sustainable Business Forum business memberships, and DeLano Farms CSA shares.
- Mail out all membership cards and packets to members.
- Download and process event registrations in Raiser's Edge database.
- Develop and maintain membership and event reports in RE database.
- Set up and maintain pages and profiles within the Blackbaud NetCommunity/Raiser's Edge online plugin portal.
- Create and maintain constituent and participant lists in RE database for various mailings and reports, including mass emails.
- Produce bulk mailings using SmartSoft presort software, and coordinate with bulk mail volunteers.
- Enter and maintain volunteer records in Volgistics database.
- Coordinate departmental volunteers as needed.
- Open and distribute incoming USPS mail as needed.
- Maintain paper and electronic files.
- Assist with special projects or other duties as assigned by the supervisor.

Qualifications:

- Bachelor's degree or comparable work experience.
- At least one year experience with Blackbaud Raiser's Edge or comparable donor database is absolutely essential (functional database knowledge will be verified).

- Detail and process-oriented thinking patterns and ability to solve problems.
- High degree of attention to detail and consistency.
- Demonstrated computer proficiency with MS Office products, including Word and Excel.
- Willingness to take initiative.
- Competence in oral and written communication.
- Ability to work individually and as a team member.
- Good customer service skills.
- Commitment to the KNC mission.

The Kalamazoo Nature Center Mission Statement: The Kalamazoo Nature Center is a not-for-profit organization whose mission is to inspire people to care for the environment by providing experiences that lead them to understand their connection to the natural world.

Because we value the strength diversity brings to the workplace, the Kalamazoo Nature Center is committed to the recruitment, retention, and development of a workforce that reflects the society in which we live. We encourage applications from candidates representing diverse backgrounds.

The Kalamazoo Nature Center is an equal opportunity organization that will not discriminate in its programs or hiring practices on the basis of race, color, religion, sex, age, ethnic origin, physical or mental disability, veteran status, height, weight, sexual orientation or gender identity, marital status, or political affiliation.

To apply: Send a cover letter, resume, and references to Christine Lockhart at clockhart@naturecenter.org

Or

7000 North Westnedge Ave
Kalamazoo, MI 49009
Fax: 269-381-2557

This position will remain posted until filled.

For a complete job description, see: www.NatureCenter.org