
Title of Position *	Membership Manager
Institution *	San Antonio Museum of Art
Position Location: City & State *	San Antonio, TX
Position Closing Date	<u>Sunday, December 31, 2017</u>

About the Institution

Institution Website Address

Summary of Responsibilities

San Antonio Museum of Art seeks an experienced Membership Manager to work closely with the Development Department team in managing and supporting the Museum's membership goals and objectives. This position manages all aspects of the Museum's membership program.

Required Qualifications

Qualifications may include a Bachelor's Degree in a related field, five years of professional experience, preferably within a non-profit organization, a museum, or an arts and cultural organization; membership management or closely related experience required. Must work effectively and communicate clearly and professionally with staff, public, volunteers and professional contacts. Ideal candidate will also have excellent written, verbal and overall communication skills. Ideal candidate must be highly organized with a strong attention to detail, accuracy and ability to meet deadlines; ability to effectively work in a fast paced, multitasking environment is required. Ideal candidate should have advanced working knowledge of all Microsoft Office software applications; experience with Raiser's Edge software strongly preferred. This position manages and coordinates member events and assists in the planning and execution of other Museum events and is required to attend Museum and community functions as required.

Compensation

Apply at this Website:

Apply with this email:

employment@samuseum.org

Special Instructions to Apply:

Interested applicants may email resume and cover letter, including compensation requirements, to employment@samuseum.org.

San Antonio Museum of Art is an Equal Opportunity Employer.
