
Title of Position *	Membership and Marketing Coordinator
Institution *	Dallas Heritage Village
Position Location: City & State *	Dallas, TX
Position Closing Date	

About the Institution

Institution Website Address <http://www.dallasheritagevillage.org>

Summary of Responsibilities

Manage all membership data and information, including renewal letters, acknowledgement letters and more.
Process gifts, membership fees and event rental fees and perform regular account maintenance and reconciliation tasks.
Seek new partnerships to recruit new members or provide additional benefits to our members.
Develop and execute a plan to increase membership.
Work with History Host staff on sales techniques for membership.
Plan and execute membership events.
Coordinate and execute social media efforts, including Facebook, Twitter, and Instagram.
Manage all major email communications with members and potential members (newsletter, event promotions, etc.)
Be the primary coordinator and staff support for key marketing contractors including:
Assist the Director of Development with broad based campaigns, such as the Annual Campaign or major fundraising events.
Manage photo and film shoot rentals.

Required Qualifications	Well-developed time-management skills with the ability to multitask. Highly effective written and verbal communication skills. Excellent interpersonal skills. Effective working independently or on teams. Willingness to learn and acquire new skills. Proficient in Microsoft Office and social media platforms. High School diploma is required; bachelor's degree in marketing or related area preferred. Two-five years experience in marketing required. Experience in
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Compensation	Position is part time (approximately 24 hours/week) at \$17.25/hour.
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Apply at this Website:

Apply with this email: jobs@dallasheritagevillage.org

Special Instructions to Apply: Submit cover letter, résumé, and writing sample to: jobs@dallasheritagevillage.org with position title as subject line.
