



Job Title: Database Administrator/Membership Cultivation

Reports to: Director of Development

Job Status: Temporary Part-time, 16 hours a week

Job Classification: Non-exempt

Job Responsibilities:

Memberships:

Updates and distributes information to current members as well as prospective members.

Maintains an accurate membership records by following customer service processes and ensuring that phone and email messages are answered in a timely manner and members are satisfied.

Donor Relations:

Processes donations and prepare acknowledgement letters and other correspondence.

Maintains foundation, corporation and individual donor files.

Assembles standard donor packets for events and meetings.

Qualifications and Skills:

- Well organized with a high level of attention to detail.
- Strong communication and interpersonal skills with the ability to convey clearly concepts and procedures.
- Requires Microsoft Office experience.
- Excellent time management skills with the ability to prioritize own workload under pressure.
- Experience in preparing business correspondence and mail merge.
- Ability to exercise judgment regarding highly confidential information related to our patrons.

Please direct inquiries to hr@thehealthmuseum.org