

Long Beach Museum of Art
Membership Manager

The Long Beach Museum of Art is searching for a Membership Manager to oversee the day-to-day fundraising/development component of Museum Membership and other aspects of the organization's fundraising efforts. Reporting to the Director of Institutional Advancement, he/she will head up our recruitment efforts, including identifying, cultivating and soliciting new members and designing strategies for engaging and retaining current members as well as fostering growth with local community groups and businesses to advance membership development. In addition, the position will manage the areas of patron/member engagement, membership events, annual appeal campaigns and database management.

The successful candidate will have at least three years of experience in business development or nonprofit development/fundraising, expertise in membership marketing strategies, well-developed writing and public-speaking skills and be capable of delivering exceptional customer service.

Duties and responsibilities:

- Prepares implements and evaluates an annual strategic plan for marketing the Museum's membership program to increase attendance, membership and operating income.
- In collaboration with the Director of Institutional Development prepares an annual income and expense budget
- Works with the Director of Institutional Development to identify and implement membership and donor cultivation opportunities
- Works with Special Events Manager to plan and implement special events and activities focused around active members
- Coordinates annual giving direct mail campaigns
- Maintains donor database Raisers' Edge for all charitable contributions, runs monthly reports, runs queries when needed and creates mailing lists, as needed

Skills, Knowledge and Abilities:

- BA degree (liberal arts or business preferred)
- At least three years of experience in business development or nonprofit development/fundraising
- Proficiency Raiser's Edge software
- Proficiency in Microsoft Office, including strong understanding of Word and Excel
- Experience with email marketing and other e-communication services
- Experience with basic graphic design
- Excellent writing skills
- Articulate with proven ability to write effectively and speak persuasively
- Solid integrity and devotion to team efforts
- Ability to manage multiple tasks and exceptional organizational skills
- Excellent interpersonal skills and attention to detail
- Demonstrated ability to meet deadlines and quality expectations
- Pro-active approach, flexibility and positive, can-do attitude
- Creativity, assertiveness, enthusiasm, intelligence and good relationship building skills.

Interested candidates can submit their resume and cover letter to Allan Lee, Director of Human Resources.
Email: allanl@lbma.org