

The University of Texas at San Antonio

Job Description

Job Title: Advancement Relations and Membership, Manager, ITC
Code: 16430
Salary Grade: 59
FLSA Status: Exempt
Department/Division: Institute of Texan Cultures

Summary

- **Function:** Manage a successful membership program, annual fund campaign and assist in the developmental efforts of the museum.
- **Scope:** Responsible for recruiting new members and maintaining current memberships through events, solicitations and stewardship.

Duties

Typical:

1. Supervise Advancement staff and volunteers as directed by the Director of Advancement.
2. Propose and manage annual fundraising goals and budget for the Membership and Annual Fund programs, including revenue goal setting and review of both expenses and income, to achieve fundraising targets and membership growth goals.
3. Develop and implement key strategies to grow the membership base and revenue at the entry level up to \$10,000; achieve a high retention rate and upgrades among renewing members.
4. Manage and administer processes, systems and timeline for all Membership and Annual Fund appeal solicitation mailings and email communications, including acquisitions, renewals, upgrades, invitations, and general communications.
5. Engage members and donors in person and over the phone, through both stewardship and solicitation; work with Advancement staff to identify, cultivate, solicit, and steward members and Annual Fund donors, with the goal of soliciting increased and/or additional gifts.
6. Assist the Director of Advancement in cultivating and managing key relationships with high-level donors and members and supporting the growth of the Texan Fund.
7. Establish overall strategy and the annual calendar of membership events and programs.

8. Work with Advancement Gift Services team to ensure that membership cards and acknowledgement letters are sent in a timely manner and on a consistent basis.
9. Assist in providing support and leadership to ITC Advisory Council and their committees. Assist in cultivating these leadership groups to be effective leadership volunteers.
10. Draft all membership materials and communications for print, onsite, and online distribution including thank you letters, renewals, brochures, web content, e-blasts, appeals, and through contribution to the biannual member magazine, social media, and others as assigned.
11. Create and implement direct mail and electronic package appeals for membership acquisition and upgrades, and annual fund appeals.
12. Work with Advancement Gift Services to develop analytical and tracking reports to monitor the success of Membership and Annual Fund campaigns; develop and generate monthly and yearly annual fund and membership reports and updates to monitor performance against goals.
13. Monitor and track the onsite membership sales and donations; train and motivate staff to promote and sell memberships.
14. Attend all membership events and programs; actively participate in development and special events as needed.
15. Manage other projects as assigned by the Director of Advancement.

Periodic:

1. Other duties as assigned

Education

Required	Preferred
Bachelor's Degree Communications, English, management, Marketing or related field.	Master's Degree in Communications, English, Management, Marketing, or related field.

Other Requirements

Required	Preferred
Demonstrated experience managing a donor database.	Microsoft Outlook and Access.
Demonstrated writing and oral communication skills.	Knowledge of the Moves Management process as it relates to fundraising.

Experience

Required	Preferred
Three years of professional experience in development/fundraising and two years of experience in both donor relations and prospect research.	Five years of relevant experience to include three years of development experience in the state of Texas.

Two years of supervisory experience.	One year of experience using Raiser's Edge fundraising software.
	Experience navigating research programs (LexisNexis, Foundation directory, etc.).
	A minimum of two years of professional experience in museum and/or higher education.
	Experience with budget management

Equipment

Required	Possible
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Normal office environment	N/A

Supervision

Received	Given
Overall review for efficiency and effectiveness.	Direct supervision of assigned staff.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
