



Oakland Museum of California Foundation

Job Announcement

MEMBERSHIP MANAGER

Full Time (37.50 hours a week)

Competitive salary and benefit package

Oakland Museum of California Foundation is currently seeking a Membership Manager in the Development Department. OMCA currently serves approximately 150,000 museum goers per year through exhibitions and educational programs for people of all ages. OMCA has an active membership base of approximately 9,000 and is 90% to goal on a \$53M capital campaign to renovate its exhibit halls and enhance facilities for educational and community programming. This is an exciting opportunity to be a part of the museum's re-branding and gallery transformation that will significantly raise the profile of OMCA as a vital community resource.

Job Description

As a member of the Development team, the Membership Manager handles all aspects of the museum's membership program for annual gifts up to \$999. This includes overseeing membership renewals, new member acquisitions, annual fund appeals, member events, benefits fulfillment, budgeting, and other projects. The Membership Manager works in coordination with the Visitor Services and Marketing staff on member recruitment, retention, and communications. The position supervises a full-time Membership Services Associate and a part time Membership Sales Associate as well as department volunteers.

Primary Duties and Responsibilities:

- Conceptualizes, coordinates and implements membership campaigns and promotions (direct mail, on-site, and online), for the annual acquisition, renewal, and stewardship of members and annual fund donors giving \$1-\$999;
- Plans and executes additional annual fund and special projects appeals;
- Supervises members' acknowledgments and benefit fulfillment;
- Tracks, reports, and maintains database integrity for annual fund and membership giving;
- Develops strategies to deepen member engagement and identifies members for upgrade campaigns;
- Manages relationships with outside consultants and vendors on list exchanges, mail services, e-commerce, design and printing of member communications and materials;
- Oversees planning and production of events, including Member Previews, First Fridays After Five! and other Membership and Development events;
- Maintains accurate income and expense reporting for the Membership program;
- Maintains effective professional relationships with museum members, staff, volunteers, and cultural partners;
- Contributes to the overall success of the Development team and the museum;
- Performs other duties as assigned.

Minimum qualifications:

- Bachelor's degree from an accredited college or university required;
- Three to five years nonprofit development and/or membership experience;
- Experience planning and executing successful fundraising efforts;
- Excellent oral and written communication skills;
- Superior interpersonal skills and comfort working with diverse constituents;
- Proficiency in PC based applications, including MS Word, MS Excel, and CRM databases (Raiser's Edge preferred);
- Ability to prioritize, multi-task, while maintaining focus and flexibility;
- Proven ability to work independently and as part of a team.

Salary and Benefits: Competitive salary, DOE. Excellent benefits package including medical/dental insurance, retirement program, life insurance, and accrued paid vacation/sick leave.

To Apply: (*Applications by U. S. mail only. Please no phone calls, emails, or drop in/offers.*)

Missing employment application will not be considered. We will review all completed applications and you will only be contacted if we find your qualification fits our needs.

Please download the employment application <http://www.museumca.org/about/employ.html>, send the completed employment application along with your resume and three references to:

Sandy Wong
Oakland Museum of California
1000 Oak Street, Oakland, CA 94607
Fax: (510)238-2258
www.museumca.org

Mission Statement

Our mission is to connect communities to the cultural and environmental heritage of California. Through collections, exhibitions, education programs and public dialogue, we inspire people of all ages and backgrounds to think creatively and critically about the natural, artistic and social forces that characterize our state and influence its relationship to the world.

Oakland Museum of California is a multicultural organization, committed to diversity and practicing equal opportunity employment in recruitment and hiring.