Organization:
The National Atomic Museum Foundation
601 Eubank Blvd. SE
Albuquerque, NM 87123

Position: Membership Associate Position Available: 8/1/2021

Mission
The Museum’s mission is “to serve as America’s resource for nuclear history and science. The Museum presents exhibits and quality educational programs that convey the diversity of individuals and events that shape the historical and technical context of the nuclear age.”

Overview
The primary role of the Membership Associate is to grow and administrate the membership program, maintain accurate and up-to-date records of membership information. Assists in planning and implementing activities and recruitment, retention and renewal strategies for new members and renewed members. Plans and attends all membership events. Is responsible for database maintenance and updating donor information and ensuring donor acknowledgments go out in a timely manner. With assistance from the staff this position is also responsible for all aspects of NMNSH’s Einstein Gala Silent Auction and is an active member of the Einstein Gala Committee. This position will assist in other development program efforts such as mailings and clerical support as needed and provide direct customer service to member and donor prospects.

ESSENTIAL JOB FUNCTIONS

Membership Cultivation Strategy
- Cultivate and Steward new potential members of all levels.
- Initiate relationships with new prospective Einstein Society Members while maintaining growth of other membership levels.
- Create strategic focus on retaining new members within pre-established museum partnerships.
- Manage and facilitate member events.
- Enhance the visibility of the membership program in Albuquerque and beyond.
- Ability to think of and penetrate new markets for new members.
- Develop social media and other communication strategies around promotion of the membership program and perks associated with becoming a member.

Database Management
- Import new member data from regularly administered store links.
- Ensure the maintenance of clean data and up-to-date records.
- Work with the Director of Finance to ensure accurate record keeping.
- Maintain status and procedures in database and update as necessary.

Einstein Gala Silent Auction
- Chair the Einstein Gala Silent Auction Committee and attends all gala committee meetings.
- Network the City to request and thank donors for silent auction items.
- Manage all aspects of the mobile bidding process from importing items to item winner fulfillment.
- Manage a silent auction team of volunteers and museum staff volunteers.

Position Requirements:
- College degree from an accredited university.
- At least 1 year of membership experience preferred.
- Demonstrated organization skills.
- Advanced writing skills.
- Strong communication skills.
- Research skills.
- Meets frequent and revolving deadlines in a timely manner.
Desired Attributes:
- Strong presentation skills.
- Experience working in a result-oriented environment.
- Data software management experience.
- Deadline oriented.

Reports to: Director of Development

Basic Work Week: 40 hours per week. This is a permanent hourly position. Benefits: Medical, Dental, Vision, Matching 401K, paid sick leave, paid vacation, 4 personal days.

To Apply: Applications must contain all the following points:
- Submit a cover letter
- Submit a resume
- Submit three references

Should any of these items not be included with the application will cause the application to be automatically disqualified.

Applications Due: 07/15/2021

Submit application to: Leslie Fraser, Director of Development - lfraser@nuclearmuseum.org

*The National Museum of Nuclear Science & History is an equal opportunity employer*