



Membership Manager Job Announcement

Work Level: Full-Time Exempt
Offices in Santa Fe, Denver, Tucson, Missoula,
Portland, and Seattle.

WildEarth Guardians works to protect and restore the wildlife, wild rivers, wild places, and health of the American West. We believe in nature's right to exist and thrive. We act on this belief with compassion and courage by preserving the wild world. We defend wildness, empower life, end injustices, and stand for healthy, sustainable ecosystems and diverse human communities. We embrace conflict and cooperate without compromising our values. We execute our campaigns strategically and decisively; we mobilize, inform, and inspire others, and work to heal wounded landscapes. Our enduring and fierce advocacy leads us to success.

We operate four major programs—Wildlife, Wild Places, Wild Rivers, and Climate & Energy—and rely on a potent combination of litigation, education, scientific analysis, and public advocacy in our work. Today, Guardians has almost 200,000 members and e-activists, the majority of whom live in the 11 western states. We have offices in Arizona, Colorado, New Mexico, Montana, Oregon, and Washington. Our 28-person staff (with openings) includes lawyers, policy experts, scientists, ecosystem restoration experts, organizers, and fundraisers. Our 2017 budget is \$4.1 million, which comes from diverse sources, including members and donors, foundations, government grants, and legal fees.

Position Summary:

The Membership Manager reports to the Development Director and will be responsible for managing and growing our membership program, including writing all written and electronic appeals, managing the mailing and email calendars, managing and maintaining *Guardians'* Blackbaud products, overseeing all donation entry and acknowledgements, and developing and implementing an aggressive membership growth plan. This position is also integral in supporting Executive, Associate, Development, and Program Directors in engaging members and donors. This is an associate position and the Director of Development will prioritize work as needed. Nonetheless, we are looking for an individual with conservation experience and knowledge, strong writing skills, experience working in or managing a membership program, and who is knowledgeable about Raiser's Edge, Luminate, and RELO plug-in. The successful candidate will be given responsibility, autonomy, and independence commensurate with their experience.

Responsibilities:

- Conduct the full range of activities required to steward, retain, and grow *Guardians'* membership.
- Create and manage mailing calendar.
- Write snail mail, e-appeals, acknowledgments, and other membership communications throughout the year.
- Lead in developing and implementing annual membership plan.
- Manage monthly donor program.
- Research and execute strategies on membership stewardship, retention, and growth.
- Understand *Guardians'* institutional history and programs.
- Serve as *Guardians'* Raiser's Edge, Luminate, and RELO plug-in expert.

- Maintain membership information and manage all donation processing, data entry, and acknowledgement.
- Create and mail weekly donation report and thank you letters, cards, emails, and welcome packets.
- Make/support interactions and appointments for Executive, Associate, Development, and Program Directors as appropriate with members and other prospects.
- Proofread other fundraising materials as needed.
- Assist with other fundraising projects as requested.

Knowledge and Skills:

- Brilliant written communication skills; ability to write clear, structured, articulate, and persuasive communications.
- Strong editing skills.
- Excellent project management skills.
- Attention to detail.
- Ability to meet deadlines.
- Strong working knowledge of Raiser's Edge, Luminate, and RELO plug-in.
- Experience in interacting with members and donors.
- Knowledge of basic fundraising techniques and strategies.
- Good contributor in team environments.

Qualifications:

- Minimum of five years' experience working in membership preferred.
- Minimum two years of experience working with Raiser's Edge, Luminate, and RELO plug in, preferably in an administrative role.
- Previous experience with and knowledge about conservation issues.
- Previous experience with non-profit fundraising.
- Experience working in deadline-driven environments.
- Able to work well in a team environment, handle multiple assignments, and meet deadlines.

Compensation and Benefits:

WildEarth Guardians offers a competitive salary and benefits package, including full health and dental insurance, paid vacation, health leave, sabbatical, and paid holidays. Salary depends on experience. *Guardians* is an equal opportunity employer and actively works to ensure fair and equal treatment of its employees and constituents regardless of differences based on culture, socioeconomic status, race, marital or family situation, gender, age, ethnicity, religious beliefs, physical ability, or sexual orientation.

To Apply:

Send the following materials **electronically by 1/8/17**: cover letter explaining how your experiences and skills match this position; résumé; two recent and relevant writing samples; expected salary range; and contact and relationship information for three references to:

Kevin Gaither-Banchoff, Development Director
 kevin@wildearthguardians.org

Additional details and information about WildEarth Guardians can be found on our website:
www.wildearthguardians.org.