

Membership Director

Job Description

The Friends of Sleeping Bear Dunes uses a Salesforce.com database to store donor and volunteer information including contact information, donation amounts, and membership level. This database is used to send out thank you letters and solicitation newsletters.

The duties of the Membership Director include:

- Maintain Salesforce database of Friends members and volunteers. Make changes as needed when new members join and new volunteers are added.
- Update membership status when monthly volunteer hours are reported by the Volunteer Hours Coordinator.
- Send Thank You letters acknowledging donations.
- Assist with mailings to members – like the annual newsletter.
- Assist Event Coordinators in planning and managing membership events.
- Report on membership and volunteer numbers at executive committee meetings and board meetings.

Required Experience

- Access to the Internet and e-mail required.
- Knowledge of spreadsheets (Excel) required.
- Knowledge of Salesforce desirable.
- Ability to send letters and packages via US Postal Service.

Required Training

Training is done by Friends of Sleeping Bear Dunes

Time Commitment

Approximately 4 hours per week.