Membership Services

The Friends of Sleeping Bear Dunes uses a DonorSnap database to store donor and volunteer information including contact information, donation amounts, and volunteer activities. In addition to recording donations and volunteer status, additional information is created to associate donations and volunteers with campaigns and events in order to judge the effectiveness of these activities. Another key function is reporting from the database in support of Grant Writing, Fund Development campaign. This database is used to assist in the process of sending out thank you letters, newsletters, and other USPS mailings.

Membership Record Manager responsibilities include:

- Maintain DonorSnap database of Friends donors and volunteers. Make changes as needed when new members join and new volunteers are added.
- Record all donations and communicate the required information for the acknowledgement coordinator to send the required thank you letters.
- Update volunteer activity information so specific volunteer communications are targeted to the correct, current and complete audience.
- Assist with USPS mailings to members – like the annual newsletter.
- Assist Campaign & Event Coordinators in planning and managing membership campaigns and events, including tracking campaign responses on DonorSnap.
- Report on membership (donor and volunteer) statistics at Executive Committee meetings and Board meetings.

Required Experience

- Access to the Internet and e-mail required.
- Knowledge of MS Office Word processing and spreadsheets (Word &Excel) required.
- Knowledge of DonorSnap is required (prior or by training)

Required Training

Training is done by Friends of Sleeping Bear Dunes

Time Commitment

Approximately 4-6 hours per week.