



## MEMBERSHIP SPECIALIST

The Museum of Spanish Colonial Art collects, preserves, and exhibits the Spanish colonial art of New Mexico and beyond. The Spanish Colonial Arts Society was founded to encourage and promote Spanish Colonial arts and crafts, to inform and educate the public about traditional art forms in both their historic and contemporary contexts.

The Spanish Colonial Arts Society is looking for a skilled, self-motivated, customer service-oriented candidate for the position of Membership Specialist. We're seeking someone with strong organizational skills to maintain our ETapestry database and files related to members, donors, fundraising campaigns, events, sponsorships and generate reports of those areas as needed. Primary duties will be to process memberships, send new member packets, track and send member renewals, enter donor contributions, produce reports from the database for various users. The Membership Specialist also prepares and coordinates other types of contact with donors including sponsorship letters, eblasts and general appeals. Works closely with Finance and Development personnel.

The successful candidate will be highly professional, responsible, extremely detail and customer service oriented and must be a team player. Applicants must have recent experience with members, donors and managing a Membership/Donor Database Software (preference given to candidate with ETapestry skills). Excellent written and verbal communication skills as well as proficiency in office productivity applications required. Bachelor's degree in business administration, museum studies, communications or similar field desired. This is a part-time position, approximately 25-32 hours per week position with paid time off.

Please submit your cover letter, resume and 3 professional references to Josef Diaz, Executive Director at [jdiaz@spanishcolonial.org](mailto:jdiaz@spanishcolonial.org).

Deadline March 15, 2019

Salary commensurate with experience. No phone calls please.

The Spanish Colonial Arts Society is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.