

MEMBERSHIP & DEVELOPMENT ASSOCIATE

Job Description

SIFF's mission is to create experiences that bring people together to discover extraordinary films from around the world. It is through the art of cinema that we foster a community that is more informed, aware, and alive.

OVERVIEW AND IMPACT:

Reporting to the Director of Philanthropy, the **Membership & Development Associate** is responsible for cultivating and retaining relationships with members and donors and maintaining SIFF's donor/member database and providing support for all philanthropy programs (individual giving, membership, data processing, and events).

PRIMARY DUTIES & RESPONSIBILITIES

Membership Program Management & Administration

- Provide management of the SIFF membership program but coordinating membership engagement through events, member screenings, and building up unique opportunities for SIFF to interact with members
- In partnership with the philanthropy team, create an annual strategic plan for SIFF membership program with detailed programmatic and financial goals for growth
- Coordinate and complete membership transactions and mailings, which includes: monthly renewal notices, weekly member card & benefits mailings, gift processing, and observing trends and variations in any member's giving history
- Provide email communications to members on upcoming events, screenings, and special offers/information
- Organize guest lists and RSVP tracking for member screenings/events
- Respond promptly and professionally to mail and phone communications with members

Stewardship and Development Administration

- Oversee a portfolio of Tier I & II donors: cultivating relationships with individuals/members, soliciting philanthropic gifts, and fulfilling donor benefits
- Provide Donor Giving Reports and assist with donor related activities as assigned, which include conducting research and identifying potential funders for specific programs or events
- Handle and troubleshoot inquiries from donors, prospects, and board members as needed
- Work effectively with the philanthropy team to improve and manage functions of the department
- Attend special events and provide support as needed
- Other duties as assigned

QUALIFICATIONS

- Associates or Bachelor's degree in a related field preferred
- One to three years of experience in non-profit fundraising, administration, or other applicable field
- Accurate typing skills, strong attention to detail, and ability to work with numbers
- Excellent verbal and written communications skills; comfortable with public speaking
- Ability to organize and prioritize
- Ability to work independently and efficiently



- Proficiency in Microsoft Office Suite and experience with CRM and/or donor database software
- Possess a good sense of humor

TO APPLY:

Email letter of interest and resume to siffjobs@siff.net indicating **Membership and Development Associate** in the subject line.

SIFF is an equal opportunity employer. We seek to hire candidates that reflect the cultural diversity of our community. We believe every employee has the right to work in an environment free from unlawful discrimination as is consistent with our commitment to diversity, respect, and inclusion. Consistent with applicable federal, state, and local laws, SIFF provides all employees and applicants with equal opportunity in all aspects of the employment relationship.