
MEMBERSHIP COORDINATOR

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.

POSITION SUMMARY

The Membership Coordinator works with the SIFF Director of Individual Giving and Director of Marketing and Communications in overseeing and growing membership specifically at the entry level, and increasing group ticketing for SIFF Cinema. The Membership Coordinator builds and maintains relationships with members and potential ticket buyers. The coordinator is responsible for actively generating new ways to reach different audiences to grow membership, and to increase ticket sales from the community.

CLASSIFICATION

Regular Exempt

REPORTING STRUCTURE

Reports to the Director of Individual Giving

Non-Manager, no oversight or accountability for others, an individual contributor

PRIMARY DUTIES AND RESPONSIBILITIES

- Membership
 - Collaborate with Director of Individual Giving to develop a plan that will encourage and sustain outstanding member satisfaction and high member retention
 - Develop and implement strategies and tactics to meet or exceed total budgeted membership revenue
 - Provide timely communications to members and program participants via email, phone, and Web site
 - Manage Membership communications
 - Assist in database management
 - Manage free screening program for members (approximately 50 per year).

- Outreach
 - Work collaboratively with Marketing and Communication to identify potential outreach partnerships for ticketing and membership
 - Build and maintain positive relationships within the local community
 - Develop and implement outreach strategy to meet targeted goals, including:
 - Establishing methods for following up with prospects and new members;
 - Targeting new markets
 - Work with Marketing to develop and implement a marketing plan according to established timeline and budget
 - Build and maintain positive relationships within the local community

- Other duties as assigned

QUALIFICATIONS

- Two years experience in fundraising through membership or individuals
- Two years experience in an office environment
- Possess strong interpersonal and relationship-building skills
- Excellent written and verbal communication skills
- Have a Bachelor's degree and/or an equivalent combination of education and experience
- Experience with marketing through outreach to the community
- Be self-motivated and able to work effectively both independently and with a team.
- Possess superior organizational skills and the ability to prioritize, problem solve, and multitask
- Exhibit a keen attention to detail, including follow-through and follow-up
- A demonstrated ability to work with diverse, creative personalities
- Strong computer skills for Word, Excel, Database Software (ideally Filemaker), and production design software.
- A valid driver's license and reliable vehicle
- Available to work some evenings and weekends

TO APPLY

Email cover letter and resume to siffjobs@siff.net with the subject line "Membership Coordinator." Position closes 5 pm, Friday, October 31, 2014 with a late November start date.