



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Development and Membership Coordinator</b>
<b>Classification:</b>	<b>Full-Time; Exempt</b>
<b>Compensation:</b>	<b>Minimum starting salary of \$37K annually (commensurate with experience)</b>
<b>Benefits:</b>	<b>Paid time off, health insurance, employment retirement contribution of 5% of annual salary plus additional match of up to 5%</b>
<b>Schedule:</b>	<b>Min. 40 hours per week; will be required to work some evenings and weekends</b>
<b>Reports to:</b>	<b>Director of Development and Director of Communications and Audience Engagement</b>

### ORGANIZATIONAL SUMMARY:

Asia Society Texas Center believes in the strength and beauty of diverse perspectives and people. As an educational institution, we advance cultural exchange by celebrating the vibrant diversity of Asia, inspiring empathy, and fostering a better understanding of our interconnected world. Spanning the fields of arts, business, culture, education, and policy, our programming is rooted in the educational and cultural development of our community — trusting in the power of art, dialogue, and ideas to combat bias and build a more inclusive society.

### POSITION OVERVIEW:

The Development and Membership Coordinator is a key member of both the Development and Guest Services teams and plays an important role in maintaining accurate donor/member records and helping develop strategies for stakeholder acquisition, cultivation, and stewardship. The primary responsibilities fall into four main areas:

- Accurate data entry, gift processing, oversight of membership processing, and database management. (40% of the position)
- Generation of donor and membership reports, as well as oversight and execution of related mailings and invoicing. (20% of the position)
- Collaboration supporting the acquisition, retention, and upgrading of members and donors. (20% of the position)
- Assisting the Guest Services and Development Teams in activities related to programs, special events, and receptions. (20% of the position)

### RESPONSIBILITIES:

#### Development

- Process incoming gifts, including online transactions, credit card charges, cash, and checks.
- Manage acknowledgment letters so they are mailed out within 24 to 48 hours from receipt of gift.
- Create Daily Income Report (DIR) to Finance Department for reconciliation and Daily Development Report (DDR) to President, Development, Finance, Special Events, and Programs teams.
- Configure information in the database for accurate reporting on campaigns and appeal revenue.
- Assist in creating and maintaining multiple revenue reports and prospect lists.
- Check and process online donations and event registration for Special Events.



- Maintain donor records for up-to-date contact information in both database and hard copy form.
- Work closely with Development Manager, Director of Development, and VP of Finance to accurately track donor pledges, pledge schedules, and assist in sending reminders as needed.
- Generate mailing lists for appeals, guest lists, and event invitations.
- Work closely with Development Team on the organization's main Special Events: Tiger Ball Gala, Huffington Award Luncheon, and the Women's Leadership Series.

### **Membership**

- Collaborate with Guest Services team to execute all membership communication including solicitation, renewal letters, event communication, and general membership services.
- Track new member acquisition and member renewals; work with Finance team to accurately reconcile monthly membership income.
- Generate mailing lists for membership promotions and acquisitions.
- Assist in tracking program attendees in the database and ensure accurate membership data entry.
- Works as a member of the Guest Services team providing quality customer service to visitors as needed

### **Shared**

- Support coordination between Development and Guest Services teams.
- Reconciliation of Development and Membership databases.
- Reconcile mailing lists for coordinated development, membership, and event-related communications.
- Assist with processing and maintenance of corporate memberships.
- Provide logistical support for programs, as well as donor and member stewardship events and receptions.
- Conduct data analysis for prospecting new and lapsed members and donors.

### **QUALIFICATIONS:**

- Bachelor's degree preferred, but not required
- Moderate to advanced knowledge of Raiser's Edge, Patron Manager, or similar database application preferred (i.e., Salesforce, etc.)
- Moderate to advanced skills in Microsoft Office Suite
- An understanding of and an ability to articulate the accomplishments and goals of an organization like the Asia Society
- Commitment to values of equity, diversity, and inclusion
- Ability to work in a fast-paced environment, adhere to deadlines, and demonstrate flexibility in meeting shifting demands and priorities

### **PERSONAL CHARACTERISTICS:**

- Good oral and written communications skills
- Self-starter, with strong ability to set priorities and manage multiple tasks
- Willingness to interact with the public in a professional, courteous manner
- Ability to work collaboratively with entire development team on joint projects
- Willingness to take on tasks outside of typical job duties
- Organized and accurate, with attention to detail



- Deadline-oriented, displaying a high level of ethics and integrity
- Ability to read, analyze and interpret timelines
- Ability to respond effectively to sensitive inquiries or complaints

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable disabled people to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 10 pounds, is occasionally required to stand and walk, and is occasionally exposed to wet and/or humid conditions and outside weather conditions.

The noise level in the work environment is usually moderate.

#### **RELOCATION:**

Asia Society Texas Center does not provide compensation for interview travel or relocation expenses.

#### **HOW TO APPLY:**

Please email your cover letter and resume to: [HRDept@asiasociety.org](mailto:HRDept@asiasociety.org). Indicate job title in the subject line.

*Incomplete applications will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Finalist will be required to provide three current references and complete a background check.*

*Asia Society Texas Center (ASTC) is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex, or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. ASTC's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.*

*We are interested in every qualified candidate who is eligible to work in the United States. However, we are not able to sponsor visas.*