

**Howard County Historical Society
JOB DESCRIPTION**

POSITION: *Membership and Volunteer Coordinator*

General Description: The Membership and Volunteer Coordinator reports directly to the Executive Director of the Howard County Historical Society. He/She will assist the Executive Director in managing membership, donations, and volunteers. The incumbent will familiarize himself/herself with the mission of the HCHS and will be an advocate for the organization in the fulfillment of the various responsibilities and specific duties outlined in the position description, which follows.

General Responsibilities

- Assist in the maintenance of fund-raising records and work with fund-raising staff and volunteers as needed.
- Assist in membership development by keeping records and assisting in solicitation and retention activities.
- Serve as Office Manager in that person's absence.
- Work with volunteers and manage museum host schedules.
- Ensure the timely opening and closing of the museum for the hosts and for public admission.

Specific Duties

- Handle all membership and fund-raising correspondence and the posting of necessary information to the database.
- Maintain membership and fund-raising records and prepare reports as needed.
- Organize, package and distribute fund-raising and membership materials.
- Be responsible for billing of pledges and for dues reminders.
- Prepare and mail acknowledgements for dues and donations and assist with other donor and member recognition activities.
- Independently manage computer customer relationship software (PastPerfect module)
- Attend various campaign meetings when needed.
- Assist in the recruiting and training of volunteer hosts.
- Schedule volunteer hosts, manage the opening and closing of the museum, and assist in the scheduling of volunteers for special events.
- Assist in the development and implementation of a volunteer relationship and retention program, including volunteer communications.
- Other duties as assigned by the Executive Director.

Qualifications:

Minimum of Associate degree in related field, or related experience of 1-3 years required. Strong computer background is necessary, with experience or training in database management.

Signature

Date

Executive Director

Date