

DALLAS HERITAGE VILLAGE

Position Title: Membership and Marketing Coordinator – PT

Reports to: Director of Development

Summary Description: Build relationships with members and potential members of Dallas Heritage Village through communication.

Specific Duties:

Membership

- Manage all membership data and information, including renewal letters, acknowledgement letters and more.
- Process gifts, membership fees and event rental fees and perform regular account maintenance and reconciliation tasks.
- Seek new partnerships to recruit new members or provide additional benefits to our members.
- Develop and execute a plan to increase membership.
- Work with History Host staff on sales techniques for membership.
- Plan and execute membership events.

Marketing:

- Coordinate and execute social media efforts, including Facebook, Twitter, and Instagram.
- Manage all major email communications with members and potential members (newsletter, event promotions, etc.)
- Be the primary coordinator and staff support for key marketing contractors including:
 - Website Marketing/PR Consultant
 - Graphic design Rentals/Event Manager
- Assist the Director of Development with broad based campaigns, such as the Annual Campaign or major fundraising events.
- Manage photo and film shoot rentals.

Skills & Qualifications:

- Well-developed time-management skills with the ability to multitask.
- Highly effective written and verbal communication skills.
- Excellent interpersonal skills.
- Effective working independently or on teams.
- Willingness to learn and acquire new skills.
- Proficient in Microsoft Office and social media platforms.

High School diploma is required; bachelor's degree in marketing or related area preferred. Two-five years experience in marketing required. Experience in non-profit fundraising and marketing preferred. Position is part time (approximately 24 hours/week).

Submit cover letter, résumé, and writing sample to: jobs@dallasheritagevillage.org with position title as subject line.