

# Children's Museum of Pittsburgh

## **JOB OPENING ANNOUNCEMENT**

For more than 30 years, the Children's Museum of Pittsburgh has provided "innovative museum experiences that inspire joy, creativity and curiosity". Through high quality exhibits and programs, we provide opportunities to the region's children for learning and play. We also provide resources and partner with those in the community who share our vision and work with or on behalf of children. We are currently recruiting for the following position:

### **Membership Manager**

Reports to: Director of Visitor Services

### **Position Summary**

The position of Membership Manager is responsible for all membership management including marketing, sales, and processing. The Membership Manager develops strategy and plans for the long term growth and retention of the membership base, understanding the unique needs of our members and how they utilize the museum. Developing a relationship with the admissions management and staff is critical as the admissions desk is the primary interaction with members...

### **Position Requirements**

- Process memberships/data daily from Front Desk and ensure membership/admissions supplies are adequate.
- Enter data into membership database.
- Manage process of printing cards; training staff on printing software, ensuring customers receive their cards in a timely fashion.
- Oversees mailing process including printing, mailing, and updating records within database. Also tracks renewal percentage rates & mailing dates.
- Maintains filing system of all current and former members.
- Process and track combo Aviary memberships as well as maintain communication with the National Aviary regarding memberships. Assist with monthly verification/settlement process.
- Photocopy records and file accordingly.
- Bachelor's degree in a related field or equivalent required.
- FBI fingerprinting, Act 33 (PA Child Abuse) and Act 34 (PA Criminal) Clearances required.

If you are interested in applying for this position, please complete our online application found at: <https://pittsburghkids.org/job/jobs>. In addition, you may be required to submit a resume and cover letter. Please follow the instructions on the application site.

Thank you for your interest.

*EOE*

*Our Employees are aware of this ad.*

*M/F/V/D*