



Title: **Manager of Membership and Development Events**
Division: Administration
Supervisor: Chief Development Officer

Date: November 14, 2023
Accepted:
Approved:

POSITION SUMMARY:

Under the general direction of the Chief Development Officer, the Manager of Membership and Development Events supports all Development operations. Specifically, this includes member cultivation and stewardship, prospect research, and serving as liaison to the Young Friends of HSP. This person is also responsible for development events (e.g. Founder's Award and member events). This is a full-time (40 hours per week, Monday through Friday—including occasional evenings and weekend hours), permanent position.

SPECIFIC RESPONSIBILITIES:

- Steward and cultivate members and donors and manage the membership program
- Identify and implement strategies to grow and upgrade HSP's membership and donor base
- Implement and manage development events, including the Founder's Award and Young Friends of HSP programs
- Work closely with Education & Programs department to align with membership goals
- Provide support for event rentals and other special programs
- Other duties as assigned

SKILLS AND RESPONSIBILITIES:

- 3-5 years experience in non-profit development and/or event planning
- Strong personal and collaboration skills
- Experience with database management, specifically Raiser's Edge
- Ability to manage multiple tasks at once
- Ability to maintain confidentiality
- Proficient with Microsoft Office Suite and general record keeping
- Minimum Bachelor's degree or equivalent experience and training

STATUS: Exempt

SALARY RANGE: \$50,000 - \$53,000

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; sit; and talk and hear. The employee frequently is required to use hands to handle or feel objects, tools or controls; reach with hands or arm; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance, color vision and depth perception.