

# Wings Over the Rockies Air & Space Museum



## Job Description

**Job Title:** Membership Coordinator

**Job Location:** Wings Over the Rockies Air and Space Museum, 7711 E. Academy Boulevard, Denver, Colorado, 80230-6929

**FLSA Status:** Hourly, Part-Time

**Salary:** \$14 - \$16 / hour

**Job Summary:** This position exists to administer, support, and grow Wings' Membership goals. This position will report to the Chief Development Officer and will work 20 hours per week.

### Tasks, Duties, and Major Responsibilities:

#### Development & Membership Support Duties:

- Process and fulfill membership packs, renewal letters, appeal letters, and general mailings
- Help develop and implement membership programming to drive membership sales
- Process data entry, perform record keeping and filing for Development Program
- De-dupe and maintain donor records
- Participate in select donor-centric events as needed
- Encourage and solicit museum membership opportunities to all guests
- Encourage and solicit museum membership renewal & upgrade opportunities to current members
- Other duties as assigned

**This job description is not all inclusive and may be added to verbally or in writing by the employee's supervisor.**

**Relationships:** Job holder reports to Chief Development Officer

#### Job Skills Requirements

- Self-motivated, energetic, outcome-oriented individual who demonstrates strong interpersonal skills
- Ability to take initiative and work creatively
- Excellent organizational and planning skills
- Communicates clearly, verbally and in writing
- Ability to work independently as well as part of a team
- Ability to deal professionally and sensitively with a diverse audience and a wide range of contacts at different levels
- Ability to handle a number of projects and prioritize work
- Strong computer skills and willingness to learn new programs

- Commitment to social inclusion and making the Museum accessible to a wide-ranging audience
- Commitment to the Mission of the Wings Over the Rockies Air & Space Museum charge
- Communicate clearly with the Chief Development Officer and collaborate interdepartmentally



**WINGS**  
**OVER THE**  
**ROCKIES**  
AIR & SPACE MUSEUM

**Working Conditions:** Wings is an air and space museum and operates in a 70-year-old hangar. Environmental conditions may vary. Standard work days and hours will be Monday through Sunday, 8:00 AM to 5:00 PM, hours in addition to normal work hours may be requested, including during evenings and weekends. This position may require you to lift or pull upwards of 75 pounds.