



JUNIOR LEAGUE OF SAN ANTONIO

Membership Program Coordinator

POSITION SUMMARY:

The Membership Program Coordinator is responsible for the administrative management of membership requirements for JLSA. This position is the key point of contact for membership requests, concerns, campaign management support, website content management support, and the internal resource with Digital Cheetah.

REQUIRED JOB DUTIES:

- Manage and maintain JLSA's membership and donor databases information.
- Support the current and incoming Board of Directors and member initiatives to ensure the necessary processes and changes are handled accurately.
- Correspond with members on problem identification and resolution with respect to JLSA policies.
- Serve as the internal resource for members and staff on troubleshooting Digital Cheetah, campaign system, and WordPress.
- Ability to support in the production and management of:
 - Training materials, invitations, and E-tickets
 - Mail merges, mailing lists, and labels as requested by membership
- Train JLSA members in Digital Cheetah in relation to placement requirements.
- Manage and maintain up to date training documents for Digital Cheetah, campaign system, and WordPress.
- Serve as point of contact with Digital Cheetah and participate in scheduled weekly calls.
- Support JLSA commitment to continuous business process improvement.
- Self-motivated, resourceful, and creative with the ability to problem solve and conflict resolution; A self-starter, who can work independently, be a supportive team member, and work at a fast pace.
- High attention to detail, able to meet deadlines and achieve goals.
- Strong relationship builder and communicator with experience in working with diverse teams to support membership initiatives.
- Support and attend JLSA membership in training sessions, general membership meetings, New Member reception, and other membership activities as requested.
- Support and attend all fundraising initiatives of JLSA.
- Proficient in electronic database management and all Microsoft Office applications.
- Interacts positively with a diverse membership base and financial backgrounds.
- Ability to manage multiple membership tasks, projects, and priorities.
- Excellent external customer service. Ensure JLSA member concerns are handled accurately, timely, and in a courteous/professional manner.
- High energy with an entrepreneurial spirit towards business, service, action, innovation and demonstrates a positive and professional disposition.
- Great cash handling experience.

- Other duties as assigned.
- Must complete a background check.
- Junior League of San Antonio members cannot apply for this position.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree a master's degree preferred or equivalent work experience.
- Must have at least 5 - 7 years of experience in working in a non-profit organization, program management, fundraising and event practices, volunteer management, and/or staff supervision.

REPORTS TO:

Managing Director. Work in alignment with the President, Membership Council, Community Council, Research & Development Council, Nominating and Communications Councils. During fundraising events will work with VP of Fundraising and the chair of the event(s).

HOURS:

Full Time: Monday -Thursday 9:00 am – 5:00 pm, Friday 9:00 am – 12:00 pm
Two evening meetings a month and weekends on occasion

HOW TO APPLY:

Submit a cover letter, resume, and three professional references by email to: president@jlsa.org, or by mail: The Junior League of San Antonio, Inc., Attn. President, 100 NE Loop 410, Suite 101, San Antonio, TX 78216. Only those persons meeting the minimum requirements and qualifications will be considered. Not all applicants will be interviewed. Please no phone inquiries.

BENEFITS:

Health and dental insurance paid by JLSA
11 Office Holidays
Winter Holidays: December 23 – January 1
10 vacation days a year
12 sick days a year

ADA LANGUAGE:

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.

DISCLAIMER:

This position is not subject to a contract. It is an at-will position.

JLSA MISSION:

The Junior League of San Antonio, Inc. (JLSA) is an organization of women committed to promoting voluntarism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

JLSA VISION:

We are a community of women realizing and cultivating our gifts, passion, and purpose. We will advance San Antonio through bold female leadership in positions of responsibility and influence.

JLSA SUMMARY:

The Junior League of San Antonio, Inc. is San Antonio's premier women's volunteer organization, where women work together to build a better community through leadership and community service. Through volunteer work and grants to partner organizations, the Junior League benefits women, children, and families city-wide. JLSA supports agencies and programs that work every day to meet the rising needs in our community, making it the non-profit that supports other non-profits, through the use of trained volunteers, to build a better San Antonio. Founded in 1924, JLSA is governed by an 18-member Board of Directors serving a membership of more than 1,000 women. JLSA is proud to partner with more than 60 agencies annually, touching a wide array of local non-profit organizations. The members of the League contribute more than 10,000 hours of community service each year, providing much-needed volunteer hours to organizations across San Antonio.