



Job Description: Membership Assistant

The Membership Assistant works within a dynamic and fast-paced team to provide timely and professional service to donors. While demonstrating a positive attitude, this position processes and updates membership data, responds to donor inquiries and assists with membership-related programs. This position requires a team player who can complete multiple tasks efficiently with minimal supervision.

POSITION RESPONSIBILITIES

- Communicate with donors via telephone, email and in-person
- Enter data and update donor records while maintaining integrity of membership database
- Create and execute donor mailings
- Manage thank-you gift processes
- Process outgoing mail
- Assist Membership Manager and colleagues as needed

PERSONAL SKILLS AND QUALIFICATIONS

- Superb donor service skills via phone, online and in-person
- Proficiency in Microsoft Word, Excel and Outlook required
- Previous database/data entry experience preferred; Raiser's Edge experience a plus
- Strong written and verbal communication skills
- Demonstrated organizational and time management skills
- Ability to multi-task and meet deadlines
- High energy, outgoing, team player and passionate about SCETV and SC Public Radio

Applicants are asked to submit a cover letter, resume and list of references to Colleen Bishop, Membership Manager, ETV Endowment of South Carolina, Inc. via email at cbishop@etvendowment.org. EEOE. The ETV Endowment offers a comprehensive benefits package. Candidates must consent to a drug screen, credit check and criminal background check.