

Membership and Marketing Assistant Job Description

The **Cleveland Restoration Society** is a non-profit, 501(c)(3) membership organization dedicated to the preservation of greater Cleveland's historic resources. The Society advocates for the preservation of historic landmarks in greater Cleveland; promotes awareness of historic resources through educational programs and publications; sponsors events for its members; operates a Sacred Landmarks Assistance Program to aid the caretakers of religious landmarks with repair and maintenance issues, and operates the Heritage Home Program, a unique homeowner assistance program, in 43 cities and villages in Cuyahoga, Summit, Geauga and Lorain Counties.

The Membership and Marketing Assistant has the opportunity to join a non-profit as an entry level full time employee with a significant amount of responsibility. The Membership and Marketing Assistant reports to the Manager of Development and Publications and works closely with the Marketing & Events Specialist.

Responsibilities include:

Development

- Managing constituent database CharityProud, performing the following functions:
 - Entering accurately and timely all incoming donations
 - Generating acknowledgement letters for each gift using the query and merge functions
 - Producing invoices for membership billing according to set schedule
 - Setting up and tracking registrations for events
 - Running reports for annual fund campaigns
 - Maintenance of records, including address updates, duplicate record changes and other basic record changes.
- Quarterly reconciliation with the Business & Finance Manager to confirm CharityProud and QuickBooks totals.
- Assisting the Marketing & Events Specialist including:
 - Event support
 - Marketing support
- Assisting in the editing, writing, and sending of our monthly email newsletter, *Perspectives* with ConstantContact
- Working closely with the Manager of Development & Publications to create polished grant reports and proposals
- Assisting with publication of our semi-annual magazine *Façade*

Qualifications: The Membership and Marketing Assistant must be:

- a quick study of business software programs, including CharityProud, QuickBooks, Adobe Creative Cloud Applications, Excel, PowerPoint, Publisher, and Word and have the ability to learn new programs;
- a team worker with the ability to work successfully with a range of people, including staff members, volunteers, and other individuals involved with Cleveland Restoration Society; and
- a motivated self-starter able to work with little supervision.

Salary: Salary will be commensurate with the entry level nature of the position.

Applications: All applications should be submitted prior to November 20, 2018 by email to Margaret Lann,

Manager of Development and Publications, at mlann@clevelandrestoration.org and should include:

1. A résumé; and
2. A writing sample
3. Copies of college and graduate school transcripts.