

Membership Coordinator, Indiana Jewish Historical Society (IJHS)

Organization Founded in 1972, the mission of IJHS is to collect, preserve, publish and share the history of the Jewish experience in Indiana. We do this by archiving, communicating, educating, maintaining and programming about the stories of Indiana's Jewish community and its impact of Jews on over 200 years of Indiana history. For more information, please visit www.ijhs.org.

Responsibilities:

- Communicates monthly with the Executive Director and Membership Committee Chair.
- Sends out Membership mailings: once in the fall (typically September/October) and a second mailing in the winter (typically December/January).
- Updates IJHS membership database weekly on Google Drive as members renew and new members subscribe.
- Checks IJHS mail weekly at Indianapolis office and scans/forwards mail as needed.
- Regularly works with Membership Committee to solicit new members.
- Mails publications to members and responsible for the sales and distribution of all publications.
- Acknowledges all memberships and donations in writing via formal thank-you/donation letters monthly.
- Processes all membership dues and donations checks within two weeks and communicates with Treasurer/accountant.
- Prepares membership report to be submitted for presentation to the board of directors at quarterly meeting.
- Regularly maintains and monitors Paypal account.
- Maintains electronic files that pertain to all donations.
- Answers and responds to membership emails and mail, as needed.

Reporting & Engagement

- The Membership Coordinator is accountable to and reports to the IJHS Executive Director.
- This is a limited part-time hourly position of approximately 8-10 hours per month during membership "season" (i.e. October and November). The rest of the year will be approximately 1-2 hours per week. Travel to PNC bank will be required. Mobile apps such as mileage and hours tracker needed.

To apply, send 1). resume and 2). cover letter to ijhs@ijhs.org.

(2/10/19)