Auburn University Job Description

Job Title:  Membership Officer
Job Code:  OA24
FLSA status:  Exempt

Job Family:  No Family
Grade 33:  $39,300 - $65,500

Job Summary
Oversees the membership programs and initiatives of the Jule Collins Smith Museum (JCSM).

Essential Functions
1. Develops and implements a comprehensive membership strategy for the JCSM; organizes and execute membership drives.
2. Cultivates relationships with members through the museum’s special interest programs.
3. Tracks the status of all memberships and encourages membership upgrades through appropriate interaction with members.
4. Develops and implements a variety of avenues to reach potential members in the community.
5. Coordinates with other Development staff in the identification of potential funding sources for JCSM.
6. Participates in outreach programs and speaking engagements as necessary.

Supervisory Responsibility
May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
Auburn University Job Description

Minimum Required Education and Experience

<table>
<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree in Liberal Arts, Education, Marketing, or related field</td>
<td>Four-year college degree</td>
<td>Degree in Liberal Arts, Education, Marketing, or related field</td>
</tr>
<tr>
<td>4</td>
<td>Experience in membership or development operations</td>
<td></td>
</tr>
</tbody>
</table>

Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge
Knowledge of and familiarity with Auburn University and the surrounding communities

Certification or Licensure Requirements
None Required

Physical Requirements/ADA
No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, ...

Job occasionally requires standing, walking, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 10/23/2012