



1400 W Mars Hill Rd, Flagstaff, AZ 86001-4499 | USA
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POSITION ANNOUNCEMENT

MEMBERSHIP ASSISTANT

Lowell Observatory in Flagstaff, AZ is seeking a Membership Assistant. The Membership Assistant reports to Lowell's Membership and Database Manager within the development department and assists with all areas of membership acquisition and stewardship. This position offers an exciting opportunity to make a significant impact on the membership program at Lowell Observatory. We are looking for a self-starter with a passion for science/astronomy to help build membership.

RESPONSIBILITIES

- Works with the Membership and Database Manager to develop membership acquisition, renewal, stewardship, and upgrade strategies
- Executes essential aspects of the membership program including acquisition mailings, invitations, surveys, and other member communications
- Works with the Membership and Database Manager to analyze data to track membership trends and evaluate ROI on acquisition and retention efforts
- Maintains membership mailing calendar
- Facilitates production of print pieces, premiums, and other collateral as needed
- Serves as backup for gift entry in Raiser's Edge
- Updates donor records and ensures record accuracy
- Communicates membership information in person, email, mail, or by phone to members and prospective members
- Contributes to topic selection and copywriting for membership correspondence including digital content
- Assists with development events

EXPECTATIONS AND QUALIFICATIONS

Ability to work creatively and collaboratively in a team-based environment, ability to work well independently, excellent written and spoken communication skills, excellent customer service skills, previous experience with Microsoft Office Suite applications, proven ability to handle multiple responsibilities and projects simultaneously

Preferred skill: Experience using relational databases or CRM software (ex: Raiser's Edge), direct mail experience, previous experience with nonprofits

Education requirements: Bachelor's degree preferred (Will consider non-traditional means of obtaining knowledge and relevant past work experience in place of a Bachelor's degree.)

WORKING CONDITIONS

Working at a computer and sitting for extended periods. Moving throughout the campus, on sometimes uneven terrain and in low light.

Speaking and listening, both in person and via telephone or video conferencing. Ability to lift files, office equipment weighing up to 35 pounds.

Status:	Full Time, regular
Compensation:	TBD/DOE
FLSA Classification:	Hourly, Non-Exempt
Benefit Eligible:	Yes*
Location:	Flagstaff, Lowell Observatory's Mars Hill Campus

To Apply:

Please send the following documents to humanresources@lowell.edu

- Lowell Standard Application (www.lowell.edu/careers)
- Letter of interest addressing your qualifications
- Resume
- Phone numbers and e-mail addresses of three references

Deadline for application submission is October 17th 2021 at Midnight.

*Benefits Overview: In addition to 11 scheduled paid holidays, Lowell Observatory offers a Flexible Paid Time Off policy for all full-time, benefit eligible employees which allows you to determine how much time you need to rest and enjoy yourself outside of work. Paid time off also includes paid Parental and FMLA leaves. The cost of premiums for medical, life & long term disability insurances for benefit eligible employees is 100% paid by the company, and includes a contribution to either an H.S.A or HRA account for first dollar medical expenses. Up to a 5% match on retirement contributions after 6 months of employment and funds in lifestyle spending account provided by the observatory.

Employment is subject to passing a background check

Lowell Observatory is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. Lowell Observatory has always been, and always will be, committed to diversity and inclusion. We seek individuals from all backgrounds to join our teams, and we encourage our employees to bring their authentic, original, and best selves to work.

Lowell Observatory sits at the base of mountains sacred to tribes throughout the region. We honor their past, present, and future generations, who have lived here for millennia and will forever call this place home.

Lowell Observatory is committed to providing access, and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. Our non-smoking campus is at an elevation of 7,200ft/2200m, and the LDT is 40 miles south of Flagstaff at an elevation of 7,800 ft/2370m. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources office for assistance.