



We're Recruiting For...

Member Services Manager

Reporting to the Director of Development and Major Gifts, the Member Services Manager maintains and administers the membership database, aids in recruitment of new members, and leads the renewal process of members.

Duties of the Member Services Manager will include, but are not limited to:

- Maintain membership database.
- Lead the role of membership renewal including correspondence with members via mail, email and personal phone call.
- Support member recruitment campaigns and other member communications as directed by Director of Development and Major Gifts.
- Create and distribute member packages.
- Aid in the development and administering of regular membership reports.
- Assist in setting annual membership targets.
- Work with development team to realize annual fundraising targets.
- Liaise with Finance department on issuing of tax receipts.
- Work with the Director of Development and Major Gifts, in partnership with other departments, to plan and execute member events.
- Coordinate with other departments as needed to support Centre-wide events.
- Assist with administrative support of the Confederation Centre Foundation.
- Support the development team as required on corporate and donor relations.

The ideal Candidate will have:

- Three years or more in a membership service coordination role.
- Experience with donor database management systems.
- Superior communication skills, both written and verbal.
- Strong interpersonal skills with the ability to develop and maintain relationships.
- Excellent organizational skills, be self-directed, and detail and deadline oriented.
- Post-secondary education or equivalent experience.

The following would be considered an asset:

- Previous experience working in the Arts or Culture sector;
- Bilingualism (French/English).



CONFEDERATION CENTRE OF THE ARTS
CENTRE DES ARTS DE LA CONFÉDÉRATION

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How to Apply

By email to the attention of Human Resource Manager at careers@confederationcentre.com, or in hard copy during regular business hours at the Security Desk of the Administration Offices located at **145 Richmond Street** in Charlottetown.

Confederation Centre of the Arts is committed to providing equal opportunities in employment. We welcome and encourage applications from people with disabilities and upon request will accommodate candidates taking part in all aspects of the recruitment and selection process.

Closing Date: 4pm, January 8, 2020