Position Announcement - Membership Manager

Chamber Music America (CMA) seeks an enthusiastic professional who is able to strengthen the organization’s relationship with current members and reach out to a broad range of ensemble music constituents as potential members. The Membership Manager serves as the first interface between the membership and CMA’s national office and must be able to respond appropriately to members’ issues and concerns.

CMA is the national network for the small ensemble music profession. With a membership of 6,000 ensembles, concert presenters, festivals, training institutions, individual musicians, educators, composers, music businesses, and chamber music enthusiasts, CMA encompasses multiple styles of music spanning historic, contemporary, Western European and non-Western genres.

Responsibilities

- Develop a plan for meeting annual membership goals that includes retaining current members and identifying new constituents
- Communicate with constituents regularly via telephone, email, and in person
- Evaluate and improve CMA’s member benefits and manage relationships with benefit providers
- Provide ongoing user support to members for access to their Member Profiles on CMA’s website
- Produce and distribute monthly membership renewal notices
- Generate monthly membership reports and provide membership data upon request
- Maintain CMA’s DonorPerfect database, which is synchronized with CMA’s website database and e-communication lists
- Assist all departments with creation of lists and data analysis as required
- Work with staff to produce annual member directories
- Collaborate with staff to organize member events
- Represent CMA at various professional conferences

Qualifications

- Three years’ experience in a related field – membership services, marketing, sales, etc.
- Excellent interpersonal, written, and verbal skills
- Knowledge and experience with Microsoft Office, DonorPerfect and other database programs
- Ability to meet deadlines and handle simultaneous projects from development to completion
- Knowledge of small ensemble music preferred
- Conversational Spanish preferred

Start Date

- Immediate

Compensation and Benefits

- Commensurate with experience and the responsibilities of the position. Employee benefits include health insurance, a 403b retirement plan, and paid vacation.

To apply, email the following to mwelch@chamber-music.org with “Membership Manager” in the subject line: a cover letter indicating how your skills and experience meet the qualifications for the position; include your salary requirements; your resume, and a writing sample.

No phone calls please. You will be contacted should an interview be required.

Chamber Music America is committed to a staff environment that is diverse, inclusive, and equitable. CMA does not discriminate on the basis of race, age, ethnicity, national origin, religion, sexual orientation, gender, or gender expression.