Job Description

Membership and Communication Associate

Type: Full-Time, Non-Exempt, Benefit Eligible; On-Site.

*Museum of New Mexico Foundation* is looking for a full-time *Membership and Communication Associate*. As part of our small and dynamic team, you'll be assisting with digital marketing, including email marketing, drip campaigns, list management, reporting, social media, website maintenance blog management and other digital projects. Being an active and involved team member will help you succeed in this role. Our team values strong communication, excellent customer service and a willingness to learn!

*We Want to Hear from You if You Have:*

A Keen eye for design and attention to detail
Experience working in a CRM/database
Experience with email marketing platforms such as Pardot, Mailchimp, Constant Contact, etc.

*It Would be Great if You Also Have:*

Experience with Salesforce
Experience with Pardot
HTML and CSS knowledge

*Successful Candidates will have:*

3-5 years’ Marketing experience, or some equivalent combination of experience and education
4-year degree or greater, or some equivalent combination of experience and education
Familiarity with marketing platforms
Outstanding organizational and interpersonal skills, in addition to excellent verbal and written communications skills

*Bonus Points for:*

Experience with Non-profit organizations

*Does any of this sound like you? If so, we want you to apply!*
About the Role

As a **Membership and Communications Associate**, you'll be part of a highly-skilled team who supports the funding and administration of one of the country's largest state-run museum systems remains vital to the advancement of the art, history and culture of New Mexico and the world. Some of your tasks may include:

- Assisting Membership and Annual Fund Director with shops staff and onsite sales teams to support membership sales and renewals
- Maintaining membership print collateral including brochures, event invitations, fulfillment materials
- Assisting with MNMF email campaigns for membership, including e-renewals, fundraising campaigns, event invitations and e-newsletters.
- Advising, training and being a resource for staff as it pertains to email strategy, content, design and best practices.
- Maintaining MNMF’s website, making updates, working with contractors on updates/enhancements.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

About the Team

The Museum of New Mexico Foundation supports the Museum of New Mexico system, in collaboration with the Museum of New Mexico Board of Regents and the New Mexico Department of Cultural Affairs. The Foundation’s principal activities are fund development for exhibitions and education programs, retail and licensing programs, financial management, advocacy and special initiatives.

The Foundation serves these New Mexico Department of Cultural Affairs institutions:

- Museum of Indian Arts and Culture | Laboratory of Anthropology
- Museum of International Folk Art
- New Mexico History Museum and Palace of the Governors
- New Mexico Museum of Art
- New Mexico Historic Sites
- Office of Archaeological Studies

Since its inception, the Foundation has raised more than $90 million in total giving from 25,000 donors and more than 15,000 members.

*Museum of New Mexico Foundation truly embraces diversity, inclusion and equal opportunity, both in our hiring practices and employee experiences. We are committed to building a team that represents a variety of backgrounds, perspectives and skills. We strive to create a mindful and respectful environment where everyone can bring their authentic self to work and experience a culture free of harassment, racism and discrimination.*