

DALLAS HERITAGE VILLAGE

Position Title: Membership and Marketing Manager – PT

Reports to: Director of Development

Dallas Heritage Village (DHV) is an immersive history museum in the rapidly redeveloping Cedars neighborhood. DHV welcomes a diverse audience of schools, local families, and tourists. Our vision is to be a place to make history in the heart of the Cedars.

Summary Description: The Membership and Marketing manager is responsible for retention and recruitment of Dallas Heritage Village members and marketing DHV, both electronically and in print. This position requires customer service, database, and marketing skills. The ideal candidate must possess creativity, flexibility, and curiosity about our past. This person must also have the ability to multi-task, self-start, and work both independently and collaboratively.

Specific Duties:

- Manage all membership data and information, including renewal and acknowledgement letters.
- Process all donations and perform regular account maintenance and reconciliation tasks.
- Seek new partnerships to recruit new members or provide additional benefits to our members.
- Develop and execute a plan to increase membership.
- Plan and execute membership events, such as Happy Hours and special programs.
- Coordinate and execute all digital media efforts including social media and email.
- Be the primary coordinator and staff support for key marketing contractors.
- Assist the Director of Development with broad based campaigns, such as the Annual Campaign and major fundraising events.

Skills & Qualifications:

- Well-developed time-management skills with the ability to multitask.
- Highly effective and engaging written and verbal communication skills.
- Excellent interpersonal skills.
- Comfortable with a variety of technology platforms.
- Experience in non-profit fundraising and marketing preferred.

Compensation/Schedule:

This is a part-time position, 28 hours, with a flexible schedule. Compensation - \$18-\$20 per hour.

To Apply:

Please send a cover letter and resume to jobs@dallasheritagevillage.org

Position is open until filled.