



Animal Protection of New Mexico
- Job Posting -

Santa Fe Office and Membership Manager

** Applications accepted until January 15th 2017 **

Position Responsibility: To bring about systemic change in animal practices and policies in New Mexico through effective management of the organization's Santa Fe office and facilities, and top quality constituent/donor stewardship, customer service, volunteer management, and recordkeeping.

Position Objectives:

- Serve as the receptionist for the Santa Fe office.
- Perform general office administration, operations, facility, and secretarial support duties.
- Assist the Chief Development Officer (CDO) and Santa Fe office staff in implementing development, fundraising, and volunteer engagement initiatives.
- Assist the CDO in achieving revenue goals from existing and new membership/donor giving programs including direct mail campaigns, email/online campaigns, and stewardship of existing members/donors.
- Assist CDO in growing the overall membership/donor base through implementation of outreach and prospecting activities.
- Manage input, export, and update of data on all donors, supporters, prospects, and volunteers.
- Generate and oversee the distribution of letters, stewardship information, and other communication with most donors, supporters, prospects, and volunteers.
- Serve as "first responder" to Santa Fe office inquiries about APNM and its legislative arm, Animal Protection Voters (APV), and the APNM Foundation from the general public and members through front desk reception, telephone, email, and written communication.
- Assist with processing of all mailings, in-house and outsourced.
- Assist with planning and management of all Santa Fe-based special events.
- Manage Santa Fe-based volunteer activity and data.

Terms of Employment: Full-time, Non-Exempt/Hourly, APNM Salary Level 3, 40 hrs/week

Work Location: 1111 Paseo de Peralta, Santa Fe, NM 87501

Reports to: Chief Development Officer

Titles Reporting to Position: Volunteers

Travel Requirements: Some travel to and from the Albuquerque APNM Office is expected

Physical Requirements: No special requirements.

Qualifications:

- The designated work location is in Santa Fe, New Mexico.
- 3-5 years of experience in office management and customer service
- Computer skills: proficiency in Microsoft Office applications (PPT, Word, Excel, Outlook) required; experience in CRM platforms (Salsa CRM/Donor Pro, Filemaker Pro, or similar)
- Bachelor's degree in relevant field preferred
- Excellent written and oral communication skills
- Strong interpersonal skills
- Self-motivated, goal oriented
- Demonstrated commitment to the mission of Animal Protection of New Mexico
- Adherence to vegan practices while at work or representing APNM at events

Email resume and cover letter to Elizabeth Wolf, Chief Development Officer, at elizabeth@apnm.org. No phone calls or office visits, please.

** Applications accepted until January 15th, 2017. **