



View draft Edit draft Moderate

Revision state: Unpublished

Most recent revision: Yes

Set moderation state: Needs Review APPLY

Membership Administrator

[VIEW FULL DESCRIPTION \(PDF\)](#)

Colorado Public Radio has an opening for a Membership Administrator.

The Membership Administrator provides service to members, data and gift entry, and general support for the Membership area of Development.

Essential duties and responsibilities include:

- Perform and assist with administrative functions across the full range of membership services/ membership categories: Opening and sorting membership mail, timely response to telephone, email and direct mail inquiries, membership account related data entry and account maintenance, gift entry and processing, donation related inquiries, etc.
- Provide back-up for member services, processing and administration related to sustaining members (Evergreen Partners), other monthly contributions (credit cards and checks) and associated reminders, notices, renewals, changes and cancelations.
- Regularly field incoming account maintenance related member phone calls and emails.
- Maintain confidential financial records including credit card information and electronic fund transfer (EFT) documentation, making sure confidential information is secured.
- Perform outbound member service to support overall membership objectives.
- Proficiency in member database, Access Enterprise.
- Assist with processing related to special giving programs (workplace, tribute, memorial, vehicle, etc.)
- Assist with coordination of materials and inventory related to membership communications, benefits, premiums and thank you gifts.
- Help with front office staff duties and special projects as needed.

Education & Experience Requirements

- Meticulous sense of detail and accuracy working with dollar values and member information.
- Data entry experience is required.
- Ability to work under strict deadlines.
- Ability to learn information and database systems and other computer/software applications.
- Working knowledge of public broadcasting and non-profit fundraising.
- Commitment to an office setting inspired by teamwork.
- Proactive stance in addressing member issues and supporting the membership team's efforts.
- Friendly, courteous and patient approach to supporting members of Colorado Public Radio.

Application Requirements

To apply, please submit a cover letter, resume and three professional references to hr@cpr.org with Membership Administrator in the subject line. Competitive salary and benefits. No phone calls or drop-ins please. Colorado Public Radio is an equal opportunity employer and encourages workplace diversity.

[View All Opportunities](#)

About CPR

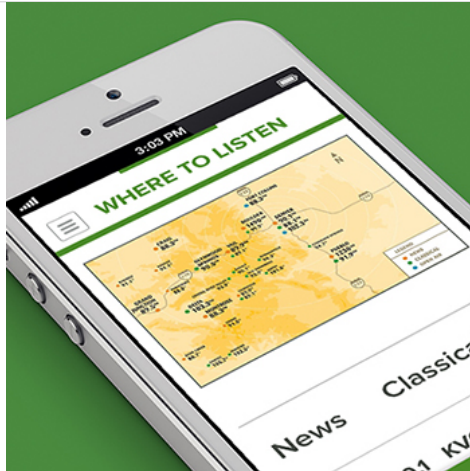
CONTACT CPR

Bridges Broadcast Center
Social Media Directory

STAFF & HOSTS

MISSION/VISION/VALUES

TIMELINE
FAQS & HELP
EMPLOYMENT OPPORTUNITIES
NEWS CODE OF ETHICS
FEDERAL FUNDING POSITION
FINANCES
BOARD OF DIRECTORS & GOVERNANCE <ul style="list-style-type: none">Board MembersMeetingsGuiding PrinciplesCode of Conduct & EthicsDiversity PolicyExecutive Committee CharterFinance & Audit Committee CharterNominating Committee CharterGovernance Guidelines
COMMUNITY ADVISORY BOARD <ul style="list-style-type: none">Membership And ActivitiesBoard MeetingsBoard Members
PRESS ROOM



Take CPR With You Wherever You Go

Stay connected to CPR while you're on the go, with the free Colorado Public Radio app for smartphones and tablets.

[GET DETAILS](#)