

## Job Description

### MEMBER ASSOCIATE – SURVEY COORDINATOR

- REPORTS TO:** Director of Member Services
- BASED AT:** Barnabas Foundation, Crete, IL
- SCHEDULE:** Full-Time
- PURPOSE:** The Member Associate supports the mission of Barnabas Foundation by delivering services to our member organizations (Members) with a key focus on coordinating donor survey & engagement initiatives.

### KEY RESPONSIBILITIES

1. Survey Coordination
  - Plan, schedule and coordinate donor survey campaigns with member organizations including:
    - Coordination with members to customize survey
    - Consult with Members on selection of donors to receive survey
    - Coordination between member and third-parties for printing & mailing of surveys
    - Set-up, scanning and tracking of surveys in database
    - Processing respondents for appropriate follow-up communication
    - Reporting of survey results to members
    - Coordinate the set-up and execution of email drip campaign with marketing
2. Member Services Support
  - Serve as back-up for member services team.
  - Provide ongoing administrative support (such as telephone calls, basic research, data entry, assembly of materials, etc.) for the member services team.
  - Other duties as assigned.

## QUALIFICATIONS

The qualifications of the successful candidate for this position include:

1. Total commitment to Jesus Christ as your Lord and Savior and a desire to live with Him for eternity.
2. Customer service oriented; a “people person.”
3. Dependable, self-starter with demonstrated ability to meet deadlines while juggling multiple projects and tasks.
4. Strong organizational skills with extraordinary attention to detail.
5. Works well in a fast-paced, collaborative, team-oriented environment.
6. Proficiency with basic Microsoft Office software, including Word, Outlook, PowerPoint and Excel.
7. Demonstrated proficiency in learning new software systems.
8. Prior project management experience preferred but not required.

Interested candidates should email a cover letter and resume to [jobs@barnabasfoundation.com](mailto:jobs@barnabasfoundation.com).

To learn more about Barnabas Foundation and view details of the job description go to [www.barnabasfoundation.com/careers](http://www.barnabasfoundation.com/careers).