



SPIRITUAL DIRECTORS INTERNATIONAL:

Tending the holy around the world and across traditions
www.sdiworld.org

JOB POSTING MEMBERSHIP SERVICES COORDINATOR

Summary:

In a small not-for-profit environment, provide excellent customer service and support Spiritual Directors International's mission to "tend the holy around the world and across traditions." Responsible for maintaining database of members, prospects, authors, artists, and advertisers. Create relationships, support events and publications that promote the ministry and service of Spiritual Directors International. Continue to develop, revamp and refine the Web site in service of the mission.

Qualifications:

- BA or MA preferred, especially English majors and Technology majors
- Excellent written and verbal communication skills
- Expert level of computer skills: Microsoft Office products, Filemaker Pro, Web technologies, and other software applications
- Professional demeanor, able to work effectively as an individual as well as a team member
- Dependable, organized, and self-motivated
- Background in spirituality is helpful but not required
- Multilingual is helpful but not required

Salary Range and Benefits:

- USD\$25,000 to USD\$30,000 based on experience
- Health insurance reimbursed up to USD\$150 per month
- SIMPLE IRA retirement plan available

Duties and Responsibilities: Member and Prospect Relationship Building

- Update and maintain database of members and prospective members using standards of excellence for consistent data entry developed for Spiritual Directors International
- Continue to develop, revamp and refine relationship building capabilities of the non-profit
- Write articles, letters, notes to engage prospects and members
- Process advertisements, weekly mailings, memberships and renewals, providing excellent customer service
- Handle telephone calls from vendors, members, and seekers
- Support and collaborate with team on projects as assigned
- Staff conference booths as needed, educating attendees about Spiritual Directors International

Time, Location, and Availability:

- Full-time. Office in a peaceful retreat setting in Bellevue, Washington.
- Ability to travel to spring conference (Travel included).

All are welcome to apply. Job starts immediately. No telephone calls.
Please send cover letter, résumé, and three references to office@sdiworld.org