JOB TITLE: Membership Manager
REPORTS TO: VP of Philanthropy
STATUS: Full-Time, Fully Benefited, Exempt
LOCATION: Portland, Oregon
COMPENSATION: $49,000.00 -$55,000 per year (Depending on experience)

Our Lan Su Chinese Garden mission is to cultivate an oasis of tranquil beauty and harmony to inspire, engage and educate our global community in the appreciation of a richly authentic Chinese culture.

About Lan Su Gardens:
Lan Su Chinese Garden is one of Portland’s greatest treasures and most interesting sites to see while visiting Portland. A result of a collaboration between the cities of Portland and Suzhou, our sister city in China’s Jiangsu province that is famous for its beautiful Ming Dynasty gardens, Lan Su was built by Chinese artisans from Suzhou and is one the most authentic Chinese gardens outside of China.

Lan Su may have the purposeful career you have been wanting to grow with this position scope:
Lan Su Chinese Garden is seeking a dynamic Membership Manager to oversee all membership related aspects and operations of Portland’s iconic Chinese garden.

Essential Responsibilities:
- Promotes visitors to become new membership in the garden.
- Finds strategies to retain, acquire, and renew members.
- Create a membership strategic plan in conjunction with their staff leader.
- Manages member e-mail and regular mail lists in an accurate and timely manner.
- Manages and executes all facets of Lan Su Chinese Garden’s member/donor database including accurate entry of new and renewing membership and donor information, creation of segmented lists for appeals, research useful to other philanthropy efforts, etc.
- Creates monthly reports to be shared with staff and Board, showing the status of membership #s and revenue.

You may not have everything needed. Perhaps you have a strong combination of experience, technical, academic skills and passion in the following areas:
- Strong technological intuition with an ability to imagine how technology can serve as a platform moving forward in meeting goals.
- Appreciation for an inclusive environment, engaging in global concerns and cultural connections.
- Exceptional interpersonal, influencing, communication and time management skills.
- High level of decision making, analytical, organizational, problem solving and mediation skills.
- Excellent attention to detail as well as strong organizational skills.
- A positive attitude with a willingness to help others.
- Experience collaborating with volunteers, diverse clientele, and/or member-based organizations valued but not required.

For your personal well-being, the Garden offers: (Full-time, fully benefited positions)
- Beautiful garden environment with areas to walk and enjoy an oasis of tranquil beauty
- Employer Paid Health and Dental Insurance for employee only coverage.
- Employer-paid Group Life/ADD and short-term disability insurance.
- Vacation time accrual.
- Sick time accrual.
- One (1) Personal Floating Holiday per year.
- Holiday pay or accrual of floating holiday if you are scheduled to work on a recognized paid holiday.
- Garden Shop & Teahouse Discount.
- 401K Participation and Employer match.
- Complimentary Family & Friends Membership to Lan Su Chinese Garden.
- Complimentary gym access to the workout facility in the administrative office building.
- Complimentary access to reciprocal venues throughout Portland.

We look forward to hearing from you, just follow these few steps to send your information to us:
Placing "Membership Manager" in the subject line of your email along with your cover letter, resume, &
three references to lansuhr@lansugarden.org  Please, no drop-in's or phone calls. Applications will be
received on a rolling basis until the position is filled.

_Lan Su Chinese Garden is committed to maintaining an environment where employees contribute to the
organization’s achievement, take pride in the results of their work, are appreciated as individuals, and are
encouraged to develop to their fullest extent. Lan Su is an Equal Opportunity Employer. It is our policy that
employees will not be discriminated against in the terms and conditions of employment because of race, color,
religion, sex, national origin, age, marital status, sexual orientation, disability, or any other classification
protected by law._