Nature Kenya

Job Advert

Job title: **Membership Recruitment and Services Officer**

Reporting to: **Membership and Marketing Manager**

The Membership recruitment and Services Officer is responsible for building and maintaining a strong and engaged membership. The officer is responsible for recruiting members, retaining members, servicing members, organizing and guiding members’ events (bird walks, nature walks, field trips/outings), promoting sales to members and communicating to members (Sending monthly newsletters and updating members on upcoming activities).

These tasks constitute a smooth membership administration, taking membership subscription in and out of office, actively organizing membership recruitment drives, maintaining good communication with the members for maximum servicing and retention, sending out renewal reminders to both corporate and individual, and follow up on payments.

The membership officer guides events including Wednesday Morning Bird Walk, Sunday outings and field trips. The officer proposes and implements membership development strategies. He or she Reports to the membership and Marketing manager and works closely with other membership, conservation and other staff to ensure that set targets are met.

**Key qualities for the post holder**

- Naturalist highly passionate about natural history
- Clean driving license and experience in driving 4x4 vehicles
- Excellent birding watching knowledge and skills
- Able to lead birding groups
- Good communication skills both written and spoken (English)
- Outgoing and able to relate well with diverse individuals and groups
- Diploma in marketing/communications/natural history or other relevant subject.
- Experience in dealing with diverse individuals/groups
- Over 6 years of experience working in a membership office.
- Knowledge of databases, bulk emailing and online payments

**Terms:** One year contract renewable subject to performance and funding availability.

If interested please send your application and curriculum vitae to: Executive Director, Nature Kenya, e-mail: **office@naturekenya.org** no later than 1st May 2020.

A more detailed job description is available from Nature Kenya on request.