



## MEMBERSHIP SPECIALIST

The Center for Michigan, a nonprofit organization and publisher of Bridge Michigan and BridgeDetroit, is seeking a Membership Specialist to join our revenue team and help grow and sustain the journalism that informs and connects communities across the state. Bridge Michigan and BridgeDetroit together reach over 4 million Michiganders annually with nonpartisan, high-quality journalism, and the membership program this role supports is what makes that journalism possible.

Membership is central to our model. The relationships we build with readers and supporters make our journalism possible. This role sits at the core of that work — translating engagement into long-term support and ensuring that our membership program is thoughtful, effective and built to grow.

We are looking for someone who, in partnership with and reporting to the Membership and Individual Giving Director, takes ownership of the member experience — cultivating donor relationships, executing fundraising campaigns, managing membership systems, and creating engagement opportunities that keep members connected to our mission.

The ideal candidate is both analytical and execution-oriented — someone who can work comfortably with data and systems while also thinking creatively about how to engage and retain supporters. This is a role for someone who values precision, takes pride in strong execution and understands how operational excellence contributes to larger organizational success.

Exceptional attention to detail is essential. Accuracy matters in this work. The ideal candidate is meticulous by nature, takes pride in clean data and airtight processes, and understands that doing the small things right is what makes the big things possible.

You will be joining a collaborative team committed to the long-term sustainability of the Center's mission. We value colleagues who are disciplined, detail-driven, and generous teammates who contribute to a strong team culture.

This is a multi-faceted role that combines strategy, execution and systems management. Success requires the ability to manage multiple priorities while maintaining a high standard of accuracy and follow-through.

### Position Requirements

- Experience in nonprofit fundraising, donor relations, or membership program management, with demonstrated involvement in campaign execution or donor engagement work
- Exceptional attention to detail, with a demonstrated track record of accuracy in data management, record-keeping, and donor communications

- Proficiency with CRM platforms (preferably Salesforce), including experience maintaining data, executing campaigns or workflows and generating reports; experience with Mailchimp or similar email tools preferred
- Strong analytical skills, including the ability to interpret membership data and translate insights into practical campaign or engagement improvements
- Excellent written and verbal communication skills, including experience drafting donor-facing communications such as emails, appeals or updates
- Openness to learning and experimenting with AI tools to improve efficiency and outcomes; prior experience is not required
- Demonstrated ability to manage multiple projects and deadlines independently, with strong organization, follow-through and attention to detail
- Ability to take ownership of projects from planning through execution, including managing details, solving problems and ensuring timely completion
- A collaborative, team-oriented approach and a genuine commitment to the Center for Michigan's mission of nonpartisan, community-centered journalism

### **How to Apply**

If you're interested in applying, please send a resume and cover letter to [jobs@bridgemi.com](mailto:jobs@bridgemi.com) with "Membership Specialist" in the subject line. Please include a resume and a cover letter describing your experience and interest in the role. Candidates should submit their application by **June 8, 2026**.

### **About The Center for Michigan and This Position**

Founded in 2006, the Center for Michigan is a nonprofit organization dedicated to making Michigan better through high-quality, nonpartisan journalism and engagement. The Center is the publisher of Bridge Michigan and BridgeDetroit.

The entire Center for Michigan team is expected to dedicate themselves to improving our people-first culture, public outreach and journalistic excellence. We are [proud of our Values](#) and try to incorporate them in all we do. All Center for Michigan employees are expected to follow our [Ethics and Conflict of Interest policy](#).

The Center for Michigan offers competitive salaries, eligibility for an end-of-year performance bonus and flexible work arrangements. The expected base salary range for this position is **\$60,000 - \$75,000 annually**, depending on experience. Our offices have a casual environment and we respect work-life balance. Benefits at the Center for Michigan include:

- Medical, vision and dental insurance (90% employer paid for employee and eligible dependents)
- 1% 401(k) match
- 10-12 weeks of paid parental leave
- Life insurance
- Minimum three weeks paid time off per year
- Eight paid holidays and two floating holidays
- Monthly phone stipend
- Annual professional development and subscription allowances

The Center for Michigan is an Equal Opportunity Employer committed to diversity in its workforce, creating an inclusive environment and building an organization that better reflects its communities and encourages members of traditionally underrepresented communities to apply,

including people of color, women, members of the LGBTQIA+ community and people with disabilities.

All qualified applicants will receive consideration for employment. The Center for Michigan will not discriminate in its employment practices due to an applicant's race, color, religion, national origin, sex (including pregnancy, gender identity and sexual orientation), age, disability/handicap, height, weight, marital status, familial status, veteran status, citizenship or any other classification protected by federal or state law or local ordinance.