

# Bombay Natural History Society

***Requires***

**Membership Officer (Advt. No. 0015/25)**

**About BNHS**-The Bombay Natural History Society, India’s premier environmental organization engaged in conservation of nature, research in natural history/wildlife, since 1883. The BNHS announces the following vacancy in Mumbai, Maharashtra.

**Position** Membership Officer

**Number of vacancies** On Contractual basis

**Education** Graduation, preferably in Science/Candidates from other stream can be considered if exceptional.

**Age** Below 30 years

**Experience** Upto 2-3 years of Experience in a reputed company or NGO.

**Salary** Rs 25,000/- per month Job Responsibilities

BNHS is a membership driven organization and has different categories of members. Primary responsibility as a Membership Officer will be as under,

* Working on membership promotion and for enhancing membership numbers, and indifferent categories by developing and executing plan of action.
* Approaching corporates, the public sector, educational institutes, and research institute for membership drives.
* Regular communication with members, giving updates about Society’s activities.
* Addressing issues of members, taking feedback and communicating action taken from time to time.
* Issue of membership cards.
* Renewal of membership.
* Maintaining membership database.
* Organising meetings of Membership Committee, noting minutes of the meeting.
* Preparing action taken report and briefs for membership committee.

# General Instructions:

1. Interested candidates can send their application in the format attached along with a detailed CV, within **15 days**, by giving two references. While applying, the candidates should mention the **Name of the post** and the **advertisement number** in the subject line of the email Eg. **0015/25 - Application for the post of Membership Officer** and email the completely filled in application on: [cv.hr@bnhs.org](mailto:cv.hr@bnhs.org).
2. BNHS reserves the right to reject any candidature in view of incomplete information or for any other reason thereof.