

## Membership Officers (2)

**Details about the job opening:** The Bombay Natural History Society (BNHS), India's oldest non-governmental organisation dedicated to the conservation of flora and fauna, is seeking motivated **Membership Officers (2)** to support its Membership Department. The position is ideal for a detail-oriented individual with a strong interest in administrative coordination, member engagement, and database management. This role offers an opportunity to contribute to BNHS's conservation mission by strengthening member relationships and supporting the organisation's growing membership base. Preferably based in Mumbai.

**Job Specification for Membership Officers:** The selected persons will be responsible for supporting the Membership Department in reaching out to nature lovers to enrol them as members, managing member enrolments, renewals, records, catering services and communication with members. Assisting in members' activities and programmes.

### Essential and Desirable qualifications are as follows:

1	<b>Name of Position</b>	Membership Officers – 2 Positions.
2	<b>Emoluments</b>	<b>INR 25,000/- per month, plus Personal Accident Policy.</b> A higher starting salary may be considered for a candidate with relevant work experience.
3	<b>Duration</b>	Regular basis, but initially for 1 year, extendable based on performance and project extension
4	<b>Experience</b>	Experience in membership administration, programme coordination, member communications, and administrative support within a member-based or non-profit organisation.
5	<b>Location</b>	Hornbill House, Colaba, Mumbai (Travelling may be required from time to time)
6	<b>Type of engagement</b>	Contract Based
7	<b>Essential Qualification</b>	Graduate in any discipline, preferably with qualifications or training in communications, event management, or social sciences.  <b>Desirable Experience:</b> Strong written and verbal communication skills. High level of accuracy and attention to detail. Good organisational and time-management skills Professional, courteous, and service-oriented approach. Proficiency in MS Office. Good at working with Excel databases Experience with databases or CRM systems is an advantage.  <b>Other Requirements:</b> At least basic awareness of wildlife, nature and conservation
8	<b>Key Responsibilities</b>	The major duties and responsibilities: <ul style="list-style-type: none"> <li>• Process new memberships, renewals, upgrades, and cancellations accurately and in a timely manner.</li> <li>• Maintain and update membership databases and records.</li> <li>• Coordinate with the Accounts Department to reconcile payments and resolve discrepancies.</li> <li>• Respond to membership-related queries via email and phone in a professional manner.</li> <li>• Assist in issuing membership cards, certificates, and acknowledgements.</li> <li>• Support membership drives, outreach initiatives, and institutional/corporate memberships.</li> <li>• Prepare basic reports on membership statistics and trends as required.</li> <li>• Assist in Members' activities, events &amp; camps</li> <li>• Ensure compliance with BNHS membership policies and procedures.</li> </ul>
9	<b>Age Limit</b>	<b>Up to 30 Years</b>

**Note:** While submitting the application, advertisement no. (Advt. No. 34/2025) is to be mentioned in the subject line.

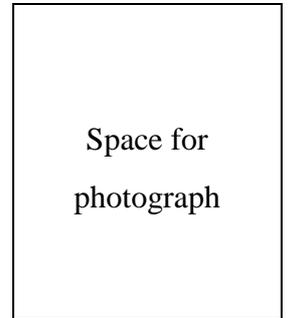
### General Instructions

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: '03/2026-

**Application for the post of Membership Officer'** and email the completely filled-in application on: [cv.hr@bnhs.org](mailto:cv.hr@bnhs.org), [director@bnhs.org](mailto:director@bnhs.org).

2. BNHS reserves the right to reject any candidature in view of incomplete information or for any other reason thereof.

**Application for the post of Membership Officer**



- Name in full (in BLOCK letters) :
  
- Date of Birth :
  
- Nationality :
  
- Father's /Husband's name :
  
- Address for correspondence including :
  
- Mobile & Email :
  
- Educational / Professional Qualifications from **Matriculation onwards**

Sr. No.	Examination passed	Year	Board/University	Subject	Marks Obtained

Details of previous employment, if any

Sr. No.	Name of the post	Name of the Institution/organization, full address	Pay scale/Fellowship	Duration		Title of work/nature of experience
				To	From	

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- Title of Dissertation/ Thesis (Post Graduate) if any:
  
- Extra-Curricular Activities:
  
- Technical Qualifications:
  
- Highlight the key reasons why you believe you are well-suited for this position and how your qualifications align with the requirements of the role (information to be provided for point 1 to 8 mentioned in the JD in 1000 words-attach separate sheet):
  
- Name addresses contact details of reference who can speak about you in detail (other than family members):
  1. Reference 1:
  2. Reference 2:
  
- Any other relevant information

**Declaration**

I hereby declare that all the information furnished above is true to the best of my knowledge and belief. I shall abide by the terms and conditions specified in the project.

**Place:**

**Applicant's signature with date**