

Job Description

An Equal Opportunity Employer

Job Title:	Membership and Annual Giving Coordinator
Division:	Development
FLSA Classification:	Exempt
Reports to:	Director of Development
Revised:	October 2017
Primary Purpose:	Oversee the Museum's Membership and Annual Fund programs, and support the Development Department's administrative, cultivation, and stewardship needs for all levels of support.
Essential Functions:	<p>MEMBERSHIP</p> <ul style="list-style-type: none">• Support and grow the mid-level Membership program by overseeing all solicitation and renewal mailings.• Plan and organize stewardship initiatives designed to achieve membership goals, improve retention rates, upgrade existing members and acquire new members.• Develop and implement a plan to build a Young Supporters base• Process general membership calls and inquiries, and help members with class registrations as needed.• Work together with the Director of Development to manage the Membership benefits structure.• Develop strategies and effective engagement activities for moving members to higher giving levels.• Oversee charity auction membership requests and complimentary membership programs with partners.• Communicate respectfully and professionally with all Museum visitors, members, and prospects.• Monitor monthly membership giving results. <p>ANNUAL FUND</p> <ul style="list-style-type: none">• With support from the Director of Development, implement a comprehensive Annual Fund program and manage Annual Fund mailings.• Develop appeals and related promotional materials to clearly articulate the need and effectively communicate the importance of annual giving.• Assist in the development and implementation of a fundraising calendar of activities designed to encourage regular annual fund giving through direct-mail appeals.• Provide existing and prospective donors with a deeper understanding of the Museum's mission and create opportunities to match their giving interests with Museum's programs.• Monitor Annual Fund giving results.

	<p>SPECIAL EVENTS</p> <ul style="list-style-type: none"> • Plan and manage select general membership and mid-level membership special events. • Support the planning and execution of all Development cultivation and stewardship programs and events. <p>ADMINISTRATIVE</p> <ul style="list-style-type: none"> • Handle Development Department’s administrative needs. • Assist with data management and update database records with relevant member information. • Help ensure database accuracy of all donor records. • Work with Finance Department to produce weekly and monthly reports to track contributions, grants, and membership statistics. • Perform prospect research and wealth screenings to assist with cultivation. • Develop database queries for analysis upon request. • Support fundraising activities of the Director and Director of Development, as assigned. • Perform other duties as assigned.
<p>Required Education/Experience:</p>	<p>BA/BS or equivalent related work experience. Must be highly organized and detail-oriented, with outstanding verbal and written communication skills, and a strong work ethic. Must demonstrate a professional manner and the ability to work independently. Must be able to work under pressure, quickly and efficiently with time-sensitive material, while balancing multiple and changing priorities. Must be able to maintain absolute confidentiality. Must have strong computer skills, including MS Office.</p> <p>Non-profit development experience preferred. Donor management/CRM software proficiency and experience preferred; Raiser’s Edge experience strongly preferred.</p>
<p>Working Conditions:</p>	<p>This position will work in a busy environment, subject to frequent interruptions, and will interface regularly with the public. Evening and weekend hours will be required.</p>
<p>Physical Requirements:</p>	<p>Must be able to lift and carry file boxes and other awkward items weighing up to 25 lbs., including up and down stairs. Requires intermittent standing, walking, sitting, squatting, stretching, and bending throughout the workday. Must be able to see and hear well, or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.</p>