

**Job Title:** Membership and Development Coordinator

**Department:** Advancement and Events

**Reports To:** Director of Advancement and Events (DAE)

**Status:** 40 hrs/week, exempt. Salary is competitive with the 25-50<sup>th</sup> percentile range for similar positions as defined by the 2017 American Alliance of Museums salary survey. All full-time employees are offered individual health insurance, long-term disability insurance coverage, life insurance, 403 (b) contribution matching, and retirement referral services. Details about insurance options will be provided at the time of hiring. Health and life insurance benefits begin after thirty (30) days of employment and disability benefits begin after six (6) months of employment.

**SUMMARY:** The person in this position plays a vital role in the Advancement Department and contributes actively to the fundraising activities of the museum. The person in this position will serve as a primary contact for museum members and maintain the museum's membership program in all aspects, maintain the donor database, serve as a prospect researcher, assist with donor/member events, and operate the data-driven activities of the museum's fundraising program. The ideal candidate is friendly, organized, a strong verbal communicator, and enthusiastic for interacting with donors.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepares and mails monthly membership renewal notices; actively pursues membership upgrades verbally and in writing. Serves as primary contact for FWMoA members.
- Reports on health of membership program as it relates to giving trends, peer benchmarks and analysis of engagement initiatives, developing strategies for continual improvement.
- With the Director of Advancement and Events, develops and executes an annual plan that focuses on maintaining or growing a strong and sustainable membership base and consistent net revenue from year to year.
- Manages donor databases including gift entry, constituent updates, and creating reports and donor lists.
- Manages all letter campaigns to members and donors.
- Assists the DAE with the management of business and individual fund sources, including but not limited to researching prospects, managing the comprehensive 'ask list', invoicing, tracking payments, and ensuring that all donor wishes and sponsorship benefits are fulfilled.
- Works with Advancement and Events colleagues to ensure donor-related events are executed to donor and museum specifications.
- Assists with the organization and execution of fundraising/member and other events, especially the annual Gala, Seasonal Parties, and other events as assigned.
- Works to ensure high quality member and donor servicing at all touch points.
- Works with museum staff to ensure understanding of membership and sponsorship procedures and benefits.
- Manages the annual Gala auction by compiling and organizing items physically and digitally, as well as creating and filing donor acknowledgement paperwork.
- Assists DAE in revenue-generating calls in support of the following development programs, including, but not limited, to the Annual Appeal, member campaigns, Chalk Walk squares, and more.
- With the Events Coordinator, manage Chalk Walk square assignment by assigning sponsors and patrons to squares and running registration day of the event.
- With the Events Coordinator, manage sponsor and patron RSVP lists for Seasonal Parties and donor events.
- Perform other duties as assigned by the DAE, COO, CFO, and/or CEO.

### **INSTITUTIONAL LEADERSHIP AND INTERACTION:**

- Keep privileged information confidential and represent the Museum in professional circles and before the public in a way which shall at all times enhance the credibility of the Museum.
- Have the ability to be discreet with a healthy respect for confidentiality.
- Work cooperatively and productively to fulfill the Museum's goals and objectives.

### **PROFESSIONAL DEVELOPMENT:**

- Attend professional meetings, workshops, and conferences as assigned.
- Make and maintain contacts with professional colleagues.

### **POSITION REQUIREMENTS:**

- Bachelor's degree in Communications, Philanthropy, Non-profit management, or other related field.
- A minimum of 3 years' experience in non-profit donor relations, fundraising, and customer service.
- Expertise in Microsoft Office Suite, Bloomerang, The Assistant Manager (TAM), or other comparable software.
- Excellent verbal and written communication skills.
- Ability to work comfortably, graciously, and professionally with donors, Trustees, and individual prospects.
- Driven to achieve the Fort Wayne Museum of Art's fundraising goals
- General knowledge and appreciation for art and the humanities
- Respect for deadlines, precision and exacting detail, and high communication standards
- High organization and time management skills
- Ability to work 2-4 evenings per month

**HOW TO APPLY FOR THIS POSITION:** Qualified candidates should submit a cover letter and resume to Amanda Shepard, Vice President & COO, by email to [amanda.shepard@fwmoa.org](mailto:amanda.shepard@fwmoa.org). Applications must include a cover letter to be considered. Applications will be accepted until the position is filled. Out of respect for an objective hiring process, meetings will not be held prior to the interview process. Please do not call or email to inquire about the status of your application; you will be informed of your candidacy at all stages of the process.

FWMoA will recruit, hire, train, and promote persons in all job titles without regard to race, color, religion, national origin, sex, age (except where sex or age is a bona fide occupational qualification, as defined by law), physical or mental disability (except where the disability prevents the individual from being able to perform the essential functions of the job and the employee cannot be reasonably accommodated in full compliance with the law), or sexual orientation. FWMOA will make employment decisions so as to further the principle of equal employment opportunity.