

# Museum of Discovery

## Development & Membership Coordinator



**Job Summary:** Working under the supervision of the Chief Development Officer (CDO), the Development & Membership Coordinator assists in many aspects of the development functions of the museum, including memberships, data entry and report generation, as well as other administrative duties as assigned.

**Department:** Development

**Reports to:** Chief Development Officer

**Education:** Bachelor's degree preferred

### **Workplace Values:**

We are looking for applicants who line up with and exemplify our company values:

- Imagination – We are dedicated to providing an experience that fosters imagination and ignites passion.
- Growth – We are passionate about training our employees and recognizing the uniqueness of everyone.
- Neighborly – We strive for positive relationships, where everyone does their part to make them successful.
- Integrity – We adhere to the highest moral and ethical standards in all that we say and do.
- Teamwork – We are a diverse but unified team, working together to achieve excellence in all that we do.
- Embracing Change – We are always open to new ways to improve employee engagement.

### **Special Skills:**

- Ability to work as an independent problem-solver.
- Strong organizational skills and an ability to coordinate many activities simultaneously.
- Strong written, verbal, presentational and interpersonal skills.
- Flexibility in work schedule and work assignments
- Desire and ability to work as part of a team.
- Basic computer skills in word processing, financial spreadsheets, and scheduling.

### **Job Responsibilities:**

- Museum Memberships:
  - Manage and coordinate the membership process including new memberships and annual renewals from the website, in person at the front desk, or by phone with manual entry into database.
  - Generate and send membership cards (via Museums Anywhere)
  - Monitor and report monthly membership numbers such as total number of members by type, number of new members, number of renewed memberships, number of lapsed memberships.

- Database Administration:
  - Manage gift entry, donor records, and contact reports in database.
  - Develop tracking process for metrics for the CEO, CDO, and Community Engagement Coordinator; may include entering notes from donor meetings for tracking purposes.
  - Produce relevant and necessary reports as needed.
  - Reconcile with finance department monthly.
  - Create annual database audit process to ensure accuracy of records/data.
  
- Development
  - Create and manage solicitation proposals for CEO and CDO
  - Conduct donor research and prospecting process.
  - Manage and coordinate all meeting logistics for the development team.
  - Assist CDO in planning and executing donor and membership events.
  - Donor relations:
    - Compose and produce donor acknowledgment letters.
    - Work closely with museum sponsors and donors to coordinate benefits.
    - Communicate monthly with board members regarding meetings and committee responsibilities.
  
- Facility Rentals:
  - Enhance and manage the museum’s facility rental process.
  - Enhance and maintain a facility rental document for interested parties.
  - Work closely with individuals/groups renting the museum to ensure needs are met as well as expectations are clearly communicated.
  - Recruit staff members to work specific tasks during facility rental; report any problems to CDO and/or Chief Financial Officer (CFO).
  - Ensure rental fees are paid to the museum no later than the event date.
  - Steward “rental groups” for future engagement with the Museum of Discovery – volunteers, additional facility rentals, donors, etc.
  
- Administration:
  - Record and maintain meeting minutes for all board, committee and staff meetings including sending meeting notices, board packets and collecting RSVPs.

The responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The Museum reserves the right to revise or change the position’s duties and responsibilities as necessary to accommodate changing organizational needs.

To apply send a cover letter, resume, and three references to Melissa Stiles, Chief Development Officer, [mstiles@museumofdiscovery.org](mailto:mstiles@museumofdiscovery.org) (no phone calls please).