

Museum of Discovery

Special Events & Membership Coordinator



Job Summary: Working under the supervision of the Development Director (DD), the Special Events & Membership Officer/Coordinator assists in many aspects of the development functions of the museum, including special event fundraising, donor and membership cultivation and stewardship, data entry and report generation, as well as other duties as assigned.

Department: Development

Reports to: Development Director

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:

- 1-3 years of experience in nonprofit organizations and/or event planning experience
- Proficient understanding of budgets and fundraising goals are necessary to work towards revenue goals
- 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:

- Special Events:
 - Plan and implement all aspects of assigned fundraising events, to include Discovering Excellence in Arkansas (DEiA), Tinkerfest, and Spark! (both the luncheon and the gala)
 - Secure sponsorships, auction items, in-kind donations, and other gifts in support of the special events. Meet with prospective sponsors to request consideration of sponsorship proposals and follow up with sponsors after each event with gifts and update reports

- Work with staff to highlight the museum’s mission during fundraising events
 - Document pledges and payments of all gifts in museum database for reconciliation with finance department following each event
 - Communicate effectively with donors and prospective donors in written and verbal communication that includes proposals, letters, follow up reports, tours, coordination of sponsor benefits, and visits
- Museum Memberships:
 - Develop a cultivation and stewardship process that encourages members to become consistent donors beyond their membership purchase
 - 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 MembershipAnywhere)
 - 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.
 - Produce relevant and necessary reports as needed.
 - Reconcile with finance department monthly.
 - Create annual database audit process to ensure accuracy of records/data.
- Development
 - Conduct donor research and prospecting process
 - Manage and coordinate all meeting logistics for the development team
 - Assist DD in planning and executing donor and member events
 - Donor relations:
 - Compose and produce donor acknowledgment letters
- 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 DD
 - 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
 - Work with Executive Director (ED) and DD to coordinate donor visits, appointments, etc. as it relates to the development team

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, Development Director, mstiles@museumofdiscovery.org (no phone calls please).