

YELLOWSTONE ART MUSEUM POSITION DESCRIPTION

Membership Coordinator

Reports to: Director of Advancement

Supervisory responsibilities:

Volunteers
Contract personnel

Status: Full-time, non-exempt

Position summary

The Membership Coordinator has primary responsibility for managing the membership and donor database, organizing the annual membership drive, developing new ideas to encourage and promote membership, and helping to cultivate new member prospects. The Membership Coordinator assists senior staff with donor relations and recognition.

Primary responsibilities

Membership database maintenance to ensure accurate and current records

- Enter data on memberships and all other donations
- Assist with donor relations
- Process thank you letters and cards
- Issue monthly pledge reminders and renewal letters
- Issue financial reports relative to membership

Annual membership drive to attain membership's general operating goal

- Organizes special events associated with the membership drive
- Works special events (including SummerFair, Art Auction, Masquerade, and WinterFair)
- Ensures constant communication with membership drive volunteers
- Prepares reports for solicitations and organizes solicitor information; provides any other support for solicitor
- Prepares membership updates for *Triptych* Magazine

Administrative support for the Director of Advancement to assure that the department runs efficiently

- Prepares membership updates for the Development Committee meetings
- Quarterly reports for the Finance Committee
- Files paperwork for donor and grant records

Member and volunteer communications and recruitment

- Coordinates prospect mailings to visitors and other potential membership prospects, including email lists of supporters and museum friends
- Works with Marketing Team to facilitate mailing of museum newsletters, exhibition announcements, and other materials to members
- Develops new ideas to encourage membership; meet with community members and others to advance promotional ideas; performs community outreach
- Plans, recruits, trains, and manages volunteers for SummerFair and other special events
- Creates volunteer packets and follow-up thank you packets for volunteers

Front Desk Support

- Works with the Preparator/Facility Manager to ensure appropriate emergency preparedness training for front desk staff
- Use front desk staff as a membership recruitment resource

Secondary responsibilities:

- Data entry and support for special events.
- Attend activities in the community that may provide opportunities to recruit members.
- Attend local meetings and conferences, budget permitting, to stay abreast of the latest trends in non-profit membership management.

- Coordinate occasional mailings.
- Other cross-departmental duties, as required.
- Assist with other teams/programs, as needed.

Minimum skills and qualifications:

- High school diploma; College degree preferred
- Strong written and oral communication skills
- Excellent computer skills, including Microsoft Office Suite (Excel); familiarity with database management
- Excellent organizational, project management, and multi-tasking skills
- Detail oriented
- A desire to work with people; an ability to be diplomatic and professional
- Prior project management experience; self-starter
- Valid Montana driver's license

The Museum has an open-door policy intended to ensure that all employees are treated with dignity, equity, respect, and trust. All employees are expected to participate in open and honest communication whereby employees respect input they receive, they listen, clarify, and strive for consensus. Federal law and Museum policy require that there be no discrimination against any employee or applicant for employment because of the individual's race, color, creed, ethnicity, religion, sex, sexual orientation, transgender status, gender expression or identity, national origin, ancestry, age, height, weight, disability, political affiliation, military or veteran status, or any other basis now or in the future protected by federal, state, and local law, ordinance, or regulation with respect to hiring, promotion, firing, compensation, or other terms or privileges of employment.

In addition, the Yellowstone Art Museum does not discriminate on the basis of marital status, veteran or military status, or other condition outlined in the Americans with Disabilities Act. In addition to strict adherence to EEO laws, the Yellowstone Art Museum complies with the Fair Labor Standards Act, the Equal Pay Amendment, and all laws relating to sexual harassment. The Museum also complies with the Family Medical Leave Act.

TO APPLY:

The salary range is \$40,000-\$45,000 based on experience. The position will remain open until filled. Applications will be reviewed starting October 10, 2023. To apply, please submit a cover letter, resume, and a list of three references to development@artmuseum.org. No phone calls, please.

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