



POSITION TITLE: Membership and Development Associate

REPORTS TO: Director of Development

STATUS: Exempt, full time

POSITION SUMMARY

The Membership and Development Associate is responsible for managing the donor database and fundraising records, oversees grant related activities and provides primary administrative support to the Director of Development. In addition, the Membership and Development Associate manages the museum's membership program, interacting with members and the public, providing timely communications to members, and handling all member-related record-keeping. The successful candidate will have demonstrated skills in grant writing and reporting, prospect research, and excellent donor relations.

PRIMARY DUTIES

Membership

- Leads efforts to maintain current member renewals
- Act as the main contact for members regarding fulfillment of benefits, museum updates and general inquiries
- Handle department mail-related efforts - membership renewal packets, membership fulfillment, annual appeal
- Provides useful reports and ensures the maintenance of the membership database
- Attend and assist with programs and special events as needed

Fundraising

- Responsible for the organization, management, and data integrity of all constituent and gift records within the Abila fundraising database and other systems
- Maintain and run all Development queries and reports across all funds (membership, grants, annual fund, constituent reports, etc.)
- Perform monthly reconciliations with the Finance department
- Assist with the database transition from Abila to Salesforce
- Prepare and mail donor acknowledgements, thank you letters, and tribute correspondence
- Assist the Director of Development to ensure Annual Report print and digital content is accurate and sent to all relevant donors
- Support the Director of Development with general donor relations, prospect research, and analytics
- Other duties as assigned

Grant Writing and Management

- Write and submit high-quality proposals to current and potential grant-making foundations and individual donors
- Establish a grants management system for tracking, reporting on, and requesting additional funds as required by the grantor.
- Maintain relationships with current funders by ensuring timely, well-executed reports, acknowledgements, proposals, and stewardship

- Track and collect qualitative and quantitative data on museum programs and activities
- Provide prospect research on new sources of government, corporate, foundation, and private funding

Qualifications and Requirements:

- Bachelor's Degree
- Minimum of one to two years' experience in non-profit fundraising and/or membership services
- Grant writing experience preferred

Knowledge, Skills, and Abilities:

- Excellent organizational skills and rigorous attention to detail is a must
- Experience with donor database systems such as Salesforce preferred
- Experience with Adobe Creative Suites (Photoshop, InDesign, Illustrator), SurveyMonkey, and Mailchimp is a plus
- Warm, professional interpersonal skills with the ability to work effectively with museum members, donors, volunteers, and the public
- Strong analytical and report writing skills
- Access and employ job-related computer software (i.e. Microsoft Office, Abila) at an effective proficiency level. Knowledge of Microsoft Office Suite required
- Ability to take initiative and prioritize tasks; excellent time-management, problem-prevention, and problem-solving skills
- Ability to handle confidential information
- Must be comfortable speaking on the telephone with constituents and members

TO APPLY: Please prepare (1) a letter of interest, (2) a current resume and (3) contact information for three references and submit your application package to: jobs@thebreman.org before January 30, 2022. The Breman Museum is an equal opportunity employer.