

Job Title: Development and Membership Associate
Reports to: Director of Development
Supervises: None
Position: Full-time/Year-round
FLSA Status: Non-exempt

POSITION SUMMARY

Plimoth Plantation seeks a motivated self-starter to be part of a small but energetic team in a fast-paced cultural organization. This individual will primarily provide database support (Blackbaud/Raisers Edge) as well as exceptional organizational skills to the Development Office. The successful candidate will be someone willing to work on a wide range of tasks.

The ability to motivate prospective donors and members is important, as are communication and interpersonal skills. The successful candidate will be required to meet predetermined goals under specific deadlines.

MAJOR RESPONSIBILITIES

- Primary Responsibility: Accurately maintain and manage the Museum's donor database and paper files.
- Accurately prepare reports for the Development Director and the finance department relative to membership retention as well as individual giving (by campaign).
- Continuously identify sources of potential membership and donor support through use of appropriate lists and other sources.
- Research, identify and assist with cultivation of membership prospects including (but not limited to) individuals, foundations, and corporations.
- Update database with member/donor information in a timely manner.
- Maintain the development department (internal) project calendar, distribute at weekly team meetings.
- Assist the Membership and Annual Fund Manager in the management of the Library and individual membership program, including regular monthly renewals and follow up communications, lapsed member and new member campaigns, member events, membership cards, recognition and stewardship requirements.
- Manage critical administrative functions such as online giving, equipment use, supplies and inventory and prospect profiles.
- Assist with all department mailings as needed.
- Create and run queries for event mailings, maintain and organize donor and member lists for meetings and events, create labels and provide database event support.
- Work with the Membership and Annual Fund Manager on the creation of a monthly membership e-news blast as well as invitations to member exclusive events and lectures.
- Work closely with the Director of Development to ensure that all donors are appropriately recognized in the annual report for the Museum, as well as online and in printed and digital materials.
- Assist with filing, ordering office supplies and maintaining a supply inventory.
- Under the guidance of the Membership and Annual Fund Manager, delegate and

- oversee tasks for weekly/monthly departmental volunteers.
- Assist with the coordination of Plimoth Plantation's annual fund and membership drives, as well as all activities related to the solicitation, documentation, and acknowledgement of gifts to the museum.
- Other duties as assigned

QUALIFICATIONS AND SKILLS

- Bachelor's degree required and minimum four years of successful work experience in fund-raising.
- Accurate data entry skills; proficiency with Microsoft Suite and donor research software: specialized training in donor management software, Raisers Edge, is required.
- Proven ability to complete complex tasks accurately and in a timely manner;
- Ability to maintain confidentiality; and work effectively with a wide range of constituencies.
- Superb listening skills, outgoing and personable. Relationship-building abilities a must.
- Ability to work independently and achieve objectives.
- Outstanding oral and written communication skills
- Proven track record of thriving in a data-driven environment, strong analytical and mathematical skills are needed.
- Keen attention to details. Exceptionally well organized and able to handle a variety of tasks and shifting priorities simultaneously.
- Excellent written and verbal communication skills are required.
- Must consistently demonstrate discretion and a professional, positive attitude with all people.
- Must occasionally be able to work nights and/or weekend days and evenings as needed for departmental priorities such as annual gala.
- Comfortable working in a collaborative team environment.

December 2017