

Job Title

Membership and Development Manager

Employment Status

Full Time

Employment Category

Exempt

Department

Development

Reporting Responsibility

Director of Development

Position Summary

Reporting to the Director of Development, the Membership and Development Manager serves as a key revenue-generating role in the Museum's development team. This position is responsible for driving membership levels, overseeing membership recruitment and growth, developing strategy for annual acquisition and renewal efforts, and overall member cultivation. At this critical time of Evolve Joslyn, this role will focus on streamlining membership levels, leading, and launching electronic memberships at reopening, and leading a creative and revenue-producing membership drive at reopening. Joslyn's grand reopening is a critical time for this position to capture new members and this will be a focus for this role. This position will use basic Altru functions as it is related to the role.

Major Duties

- Responsible for the management of all aspects of the museum's general membership and giving society programs, including recruitment, retention, renewals upgrading and cultivation.
- Develop streamlined membership levels, manage the launch of electronic memberships, and lead creative and revenue-producing membership drives.
- Work with Special Events, Corporate Relations Manager, and Curator of Contemporary Arts to manage CAS programs including all society events and annual dinner.
- Work with development support staff to generate Altru membership reports and queries.
- Develop and manage all upper membership-level budgets.
- Manage Patron Membership Campaign and growth. Work with development team members, honorary chairs, and director of development to coordinate the Patron Membership Campaign and Cultivate/steward prospective and current Patron members.

- Work closely with development and marketing teams, managing the production of membership materials, website content, solicitation and renewal materials, and newsletters.
- Serves as Museum representative for member-related events, both internally and externally. Organize and manage membership tables and coordinate volunteers for Museum and/or community events.
- Responsible for gathering accurate membership-related data for annual reports and any other publication.
- Creates and runs Altru queries and reports for all membership mailings, membership acknowledgments, member event invitation lists, and other member-related business as required by the department.
- Maintains strict confidentiality of the development office information as instructed; requires high integrity, courtesy, and discretion towards sensitive information.
- Adheres to policies and procedures as started in the Employee Handbook.
- When interfacing with the public, ensures all visitors to the Museum have a positive experience. Is knowledgeable about Museum activities, services, and layout and willing to assist any visitor.
- Perform other duties related to the office of development, as required.

Minimum Qualifications

- 4-year college degree, preferably in non-profit management, marketing and communications, business or sales or commensurate relevant experience.
- Must have experience using donor management software – preferably Altru
- Must have excellent oral and written communication skills.
- Must be detailed oriented and highly organized.
- Must be flexible and able to balance multiple tasks.
- Must be highly motivated, creative, and able to work independently as well as in a team-based environment.

Salary

Minimum Salary: \$55,000.00

Qualifications and experience will be considered in the compensation for this position.

To Apply

Please submit a cover letter and resume via email to careers@joslyn.org. Joslyn Art Museum is an Equal Opportunity Employer and the Museum is committed to diversity and equal opportunity in its hiring. Qualified candidates of all backgrounds are encouraged to apply for this position. Joslyn offers a competitive salary and generous benefits package.

Joslyn Art Museum is a major regional resource for the collection, preservation, and interpretation of the visual arts. Through its collections, exhibitions, and educational programs, Joslyn Art Museum seeks to foster appreciation and enjoyment of art for the benefit of a diverse regional and national audience.