Membership & Special Projects Coordinator

Part-time (.75 FTE), non-exempt, hourly position

Reports to: Director of Advancement

Posted: 2/7/2020

To Apply: Send resume and cover letter to HR@mahaiwe.org

Role: The Membership & Special Projects Coordinator works with other members of the Advancement team on all aspects of Advancement work, with particular focus on gift solicitation, entry, and tracking for all levels of Membership, Bravo Circle, and the Performing Arts Education Program; coordination of Advancement events, including the annual Gala; and recruitment of and list management for Advancement volunteers. The Membership & Special Projects Coordinator manages the database (Salesforce PatronManager) as it pertains to memberships, donations, Advancement events, and contact management, producing mailings, eblasts, reports, and lists as related to the above functions.

Primary Responsibilities:

- **Fundraising solicitations**, including letters and email to new and prospective members, Bravo Circle donors, and Performing Arts Education Program donors; and management of a monthly giving program.
- **Gift entry and reporting**, including all contributions, member/donor contact information, weekly gift reports, annual donor listings, and prospect tracking.
- **Communications**, including composing letters, emails, and invitations, execution of complex mailings, and sending email blasts.
- **Event coordination**, including preparation of invitations and other event-related communications, RSVP and seat tracking, arrangements with caterers, printers, designers and other event vendors, and coordination of logistics for all Advancement events, with key and broad responsibilities for the annual Gala, including assembling and tracking of all material for inclusion in the Gala program.
- **Other duties**, as assigned, including occasional assistance in other departments.
Requirements:

- Bachelor’s degree or equivalent experience.
- At least one year of experience with fundraising database software programs.
- Excellent Microsoft Word and Excel skills.
- Excellent written and oral communication skills, including copy-editing.
- Highly detail-oriented and well organized.
- Ability to juggle multiple ongoing projects in various stages.
- Ability to manage time and meet deadlines.
- High interpersonal skills and ability to interact graciously with the public.
- Ability to be discreet and maintain confidentiality.
- Imaginative team player able to work in a fast-paced creative environment.
- Passion for the arts and desire to pursue a career in arts management.
- Flexibility to work occasional evenings and weekends at performances and events.

Additional Desirable Experience:

- Knowledge of Salesforce PatronManager or equivalent CRM database.
- Knowledge of Emma or related email software.
- Experience working with membership programs in a performing arts environment.
- Social media familiarity and skills.
- Familiarity with the greater Berkshire region and living and working in rural New England.

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