

## Rotch Jones Duff House & Garden Museum

### **Job Description: Membership & Events Coordinator**

#### **Purpose:**

Staff at RJD serve as stewards of an historic building and garden, and as proactive members of the cultural community, helping the museum to serve and respond to the interests of a diverse audience. Staff members maintain a standard of excellence in all they do and recognize the potential of what may be accomplished together with board members and volunteers.

#### **Description:**

The Membership and Events Coordinator (MEC) supports the museum's interactions with its constituencies by managing both back office functions and forward-facing tasks. They are the key staff responsible for accurate data base records, prompt correspondence, and regular communications to donors and members. This position reports to the Executive Director and interacts often with the membership, donors, board, staff and volunteers. This position is full time and comes with paid time off, and health and retirement plans.

#### **Responsibilities:**

- Maintain and update constituency records, including input of gifts, memberships, event registration and contact information; provide reports on membership and donors, including for the Annual Report, as requested
- Coordinate and execute department mailings, including membership cards/packets, appeals, membership renewals, event invitations, acknowledgements
- Assist with planning and executing donor and membership-related events
- Provide major support for planning and execution of annual summer fundraiser, the organization's biggest event
- Manage program and event registration
- Cultivate event rental program and new corporate membership program and serve as main contact to interested parties
- Maintain meticulous records, working closely with bookkeeper to process/deposit checks, credit cards, payments, matching gifts
- Provide basic office administrative support (office supplies, mail)
- Coordinate with volunteers for projects, as necessary.
- Process routine charitable donation requests from third-parties (ie. requests for donations of memberships, gate passes, in-kind services, etc.)

#### **Recommended Attributes:**

- Highly organized with great attention to detail
- Highly efficient and able to prioritize multiple tasks to meet deadlines
- Comfortable with computers, including standard productivity software and with database utilization and maintenance
- Self-motivated and able to work without close supervision
- Positive, collaborative, flexible

- Attention to detail and high efficiency

Preferred Education and Experience:

- Excellent written and verbal skills
- Experience with Raiser's Edge or similar database
- 1 - 3 years non-profit experience, preferably in development, membership or events coordination
- Proficient with Microsoft Office products including Word, Excel, and Power Point, particularly in preparing regular reports and utilizing mail merge functions

**THE MISSION OF THE ROTCH-JONES-DUFF HOUSE & GARDEN MUSEUM IS**

- To Preserve one of the nation's finest Greek Revival mansions and its historic grounds and gardens to the highest standard;
- To interest and educate the public through exhibits and interpretive historical and horticultural programs that document the history of New Bedford and important chapters in American history through the lives of the three families who lived in the house;
- And to acquire and care for appropriate artifacts, furnishings and period collections.