

Morris Museum

A SMITHSONIAN AFFILIATE

The Morris Museum, serving audiences from across northern New Jersey and beyond, is building a dynamic workforce that is reshaping the conversation about creativity and curiosity. Our growing emphasis on art and design in the galleries combines with world-class performances. We are bringing together enthusiasts and welcoming first-time visitors as we regrow the program post-pandemic.

Title: Membership Coordinator

Reports to: Director of Development

Supervises: Part-time admissions staff; part-time volunteers

Responsibilities: The Morris Museum seeks a dynamic, enthusiastic professional to oversee our ever-growing membership and visitor services departments. As the main point of contact with over 1,500 member households and the key supervisor of admissions staff, effective customer service and relationship management is paramount. The ideal candidate will have a self-starter's mindset as they attend to a spectrum of work tasks that include use of a sophisticated customer management database to assist in the planning and execution of member-focused and exhibition-related events.

An interest in fundraising is crucial, and passion for the arts is a must.

Schedule: Full-time, 5 days a week, 9am-5pm **including either Saturday or Sunday** with additional availability on nights/weekends for events as necessary.

Compensation: Salary range is \$42,000-\$50,000, commensurate with experience.

Start Date: Immediate

Membership

- Develop and implement a plans for increasing individual membership, including the following activities:
 - Develop membership campaigns to meet annual goals
 - Plan and implement short and long-range members' only benefits
 - Generate a schedule of member events including Member Appreciation Month, exhibition openings and previews
 - Develop membership incentives and special promotions
 - Update and generate acknowledgements and renewal notices, as well as correspondence to new members and major donors
- Relationship building and point of contact for members including member inquiries, outreach and mailings
- Timely entry and reporting of Gifts in Fundraising and Donor Management Software; ensuring accuracy and reconciles Donor Management Software data with other financial systems within the museum and synthesizes data for periodic reports

Morris Museum
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- Membership renewal process including notification, tracking and follow-through to provide an easy and seamless experience
- Prepare a monthly report to track membership renewals, upgrades, and acquisitions
- Serves as the database administrator for fundraising and donor management software. Provides training and reporting services to internal stakeholders as required
- Work directly with graphic design professionals, print companies and public relations staff to develop membership and promotional materials
- Cultivate relationships with members to encourage greater involvement
- Serve as point of contact with external partnerships and colleagues
- Other duties as assigned

Visitor Services

- Schedule, train, and coordinate part-time Visitor Services Associates (VSA) and front desk volunteers
- Serves as support for Museum's Fundraising events throughout the year
- Service as first point of contact for external requests for donations from Morris Museum to other charities
- Serve as first point of contact for Visitor Service Associate questions
- Serve as Visitor Service Associate substitute if a shift is uncovered

Development Events

- Coordinate logistics for all Development events including Director's Circle, Planned Giving, and Membership
- Serve as support for the Museum's two largest fundraisers including but not limited to, the annually held Gala and Golf Outing

QUALIFICATIONS:

- Interest in art history, museum studies, or related field
- Prior experiences working in a museum or development office preferred
- Excellent written, mathematic and communication skills
- Attention to relationship management and tracking details
- Fluency in working with, analyzing and summarizing data
- Key qualities include: discretion (particularly in handling confidential and personal information), organizational skills, creativity and flexibility
- Experience in fundraising and donor management software a plus, ex. Raiser's Edge

The Morris Museum is an Equal-Opportunity Employer, dedicated to the goal of building a multicultural staff, with a passion to reach and serve our expanding, diverse public. We are also committed to providing reasonable accommodations to employees with disabilities.