



Development & Membership Specialist

About Our Organization

The Sharlot Hall Museum (SHM) is an open-air museum and heritage site located in Prescott, Arizona. Sharlot Hall Museum features eleven exhibit buildings (six of which are historic), compelling exhibits, and beautiful gardens. The museum hosts multiple educational programs, events and festivals throughout the year.

Job Summary

The Development & Membership Specialist is a vital member of Sharlot Hall Museum's Development team, focused on strengthening connections with members and donors. This role manages membership engagement, donor stewardship, and the planning and execution of member-only and donor events. The Specialist ensures the accuracy and integrity of the Museum's CRM, performs essential administrative duties, and supports broader fundraising operations under the guidance of the Development Director.

Essential Job Responsibilities

Key Responsibilities

- Membership & Donor Engagement
 - Lead member retention, renewals, and engagement initiatives through personalized communication, outreach, and community involvement.
 - Provide excellent customer service and stewardship to donors and members through timely acknowledgments, receipts, notes, calls, emails, and event interactions.
 - Implement membership and donor engagement campaigns (e.g., Giving Tuesday) and manage fulfillment of membership communications.
- Events & Public Representation
 - Plan, coordinate, and execute member-only and donor events, including logistics, promotion in collaboration with the marketing team, on-site execution, volunteer management, and post-event follow-up.
 - Represent SHM positively to members, donors, and the public with professionalism, enthusiasm, and dedication through regular outreach.
- Administrative, Database & Reporting
 - Perform essential administrative tasks that keep membership and donor programs running smoothly, including processing gifts, managing acknowledgments and receipts, maintaining mailing lists, and ensuring accurate CRM data entry.
 - Maintain the integrity of the Museum's CRM (Bloomerang), demonstrating a strong understanding of relational databases and the importance of accurate data for reporting and donor engagement.
 - Develop and run CRM reports as needed, applying filters and other reporting tools, while collaborating with the team to support membership, fundraising, and operational initiatives.

- Collaboration & Innovation
 - Work closely with the Development Team, Museum colleagues, and volunteers to ensure seamless programs and initiatives.
 - Under the direction of the Development Director, suggest and implement ideas to enhance membership, donor engagement, and events.
 - Participate in Museum-sponsored events as needed and perform other duties supporting overall Museum initiatives.

Minimum Education and Experience Qualifications

Experience & Knowledge

- Bachelor's degree and 2–5 years of nonprofit or museum development, membership, or donor relations experience.
- Experience planning and executing membership and donor events, including volunteer coordination and promotion.
- Strong understanding of relational databases/CRM management and the importance of accurate, clean data. Experience with Bloomerang CRM preferred.
- Experience with Google Workspace and MS Office Suite.

Skills & Abilities

- Excellent interpersonal and communication skills, with the ability to connect with the public through outreach and public speaking. Confident presenting at events such as community gatherings, chamber mixers, and retirement centers.
- Ability to manage multiple projects and priorities with attention to detail.
- Positive, dedicated, hardworking, and team-oriented.
- Commitment to confidentiality and donor privacy.
- Flexibility for occasional evenings and weekends.
- Ability to assist with social media on occasion, including creating, monitoring, and posting content.

Passion & Values

- Passion for SHM's mission, Prescott, and Arizona history.
- Commitment to preserving and sharing Arizona's heritage in ways that engage and inspire.
- Dedication to supporting a positive, collaborative workplace culture.

Physical Requirements and Work Environment:

The physical demands and work environment described below are representative of those an employee may encounter while performing the essential functions of this position.

Work is performed primarily in an office and museum setting and may include galleries, historic buildings, storage areas, and outdoor spaces. The role involves regular interaction with staff, volunteers, members, donors, and the public.

Physical requirements include, but are not limited to:

- Bending, stooping, kneeling, lifting, and carrying materials weighing up to 30 pounds.

- Sitting and working at a desk and computer for extended periods of time.
- Standing and working upright for extended periods of time, including during events.
- Walking moderate distances and navigating stairs or uneven surfaces.
- Reaching overhead (e.g., moving inventory, supplies, or materials).
- Applying fine motor skills (e.g., operating a computer keyboard and office equipment).
- Applying good visual acuity and hearing for phone communication, in-person interactions, and reading printed or digital materials.
- Pushing or pulling carts, tables, or equipment as needed.
- Working occasional evenings, weekends, and special events, which may require extended hours.

The work environment may include background noise typical of an office, public spaces, and events, as well as indoor and outdoor conditions that may vary due to weather or activity level.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Reports to: Development Director

Location: In office, Prescott, Arizona

Status: Full-time; Salaried Exempt. Your employment is at-will. This means that either you or the Company may terminate the employment relationship at any time, with or without cause or advance notice.

Compensation Range: \$48,000-53,000 per Year

Benefits: Medical Insurance, 10 holidays, vacation, sick days

Schedule: Monday–Friday, 8am–5pm with occasional evenings and weekends

Supervisory Responsibility? Yes, some volunteer supervision

SHM is committed to a diverse, equitable, and inclusive workplace. If you share our values and meet many (even if not all) of the qualifications, we encourage you to apply.

To apply please send a cover letter or cover email and resume to Sally.Jackson@SharlotHallMuseum.org.

Sharlot Hall Museum (Sharlot Hall Historical Society and Prescott Historical Society) is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or other legally recognized protected class. Sharlot Hall Museum is similarly committed to complying with the Americans with Disabilities Act (ADA). We are committed to providing reasonable accommodations for qualified individuals with disabilities and ensuring equal employment opportunities. This job description outlines the essential functions of this role, and we encourage qualified individuals with disabilities to apply. Please let us know if you require any accommodations during the application or interview process.