

Sharlot Hall Museum - Development & Membership Coordinator

Sharlot Hall Museum

Prescott, Arizona, United States **(On-Site)**

Description

Sharlot Hall Museum Vision and Mission:

Vision: To inspire the future by interacting with Central Arizona's diverse and continuing history.

Mission: The Sharlot Hall Museum engages people with Central Arizona's evolving story through interactive educational and cultural experiences.

Position Title:	Development & Membership Coordinator
Reports to:	Development Director
Location:	Sharlot Hall Museum, Prescott, Arizona
Classification:	Exempt; Full-time
Schedule:	Monday – Friday, with occasional evenings and weekends
Rate of Pay:	\$43,000-\$48,000 annually
Benefits:	Medical insurance stipend, 10 Holidays

Position Description:

The Development & Membership Coordinator is integral to the overall success and smooth operations of fundraising and membership activities at SHM. The primary function will focus on membership including outreach to increase membership, membership gift processing, acknowledgments, fulfillment, stewardship, and renewals. The secondary function will focus on general administrative support, project management (donor-related events), and fundraising support including donation (non-membership) gift processing.

This position ensures the integrity of donor-related data stored in the museum's relational database, including data entry and reporting. This position supports all aspects of the individual giving program, including the annual fund, membership program, and donor events. The coordinator reports to the Development Director and is a member of the Development team.

Key Responsibilities:

- Key activities focus on Member stewardship, retention, and recruitment, resulting in the growth of SHM membership. These strategies include consistent and timely outreach to current membership, outreach to community groups promoting membership (Chamber mixers, church groups, civic groups, etc.), and other creative opportunities.
- Provide excellent customer service to donors and members, responding promptly to all inquiries as directed. Support donor/member stewardship, ensuring timely gift follow-up. Methods include thank you calls, acknowledgment letters, receipts, notes, emails, and on-site events.

- Responsible for implementing membership outreach and e-campaigns (Giving Tuesday, etc.), with strong customization and appeal.
- Work with the Development Director to prepare and execute membership acquisition appeals, renewals, and fulfillment. Update donor lists, edit, print, mail, and manage project tasks timeline. Track progress toward goals.
- Participate in the planning, implementation, and support for various donor and member programs and special events, including but not limited to RSVP, registration, follow-up, procurement of in-kind donations, post-event reports, acknowledgements, etc.
- Establish strong and collaborative working relationships with the Development Team, volunteer leadership, and colleagues across the museum.
- Assist with the creation of development queries, monthly and ad hoc reports (metrics, dashboards, prospect lists), and mailing lists. Assist in maintenance of membership and annual giving reports.
- Work with the Development team to track, enter Bloomerang, and acknowledge in-kind gifts. Ensure clean and consistent data entry is used.
- Ensure that all interactions are culturally responsive, respectful, and based on a foundation of SHM commitment to inclusion, diversity, equity, and accessibility.
- Maintain Bloomerang CRM system (donor and contact database), including following established policies and procedures for gift processing.
- Work with the Development and Finance departments to ensure data accuracy and support the monthly financial reconciliation of fundraising activities.
- Attendance at museum-sponsored events may be required on occasion.
- Other duties as assigned.

Requirements

- 2+ years of fundraising/membership experience, preferably with a museum or nonprofit organization or relevant and transferable professional experience.
- Experience with membership and special events is a plus.
- Demonstrated ability to work accurately and effectively with donor databases (Bloomerang preferred).
- Professional communication skills and phone manners, with a dedication to excellent customer service and donor satisfaction.
- Strong self-motivation and the ability to work independently and as a contributing team member.
- Ability to handle multiple tasks, projects, and priorities simultaneously.
- Commitment to maintain strict confidentiality and exercise discretion.
- Proficient with Google Workspace preferred.
- Available to work evening and weekend hours, on occasion.
- Enthusiasm about SHM's exhibits, programs, and mission.

Find yourself checking many of these boxes but doubting whether you should apply? If you meet some of the requirements and you share SHM's values and support our mission, we encourage you to apply. As part of our ongoing commitment to a diverse, equitable, and inclusive workplace, we're invested in building teams with a wide variety of backgrounds, identities, and experiences.

Museum Overview:

Sharlot Hall Museum is named after its founder, Sharlot Mabridth Hall (1870-1943), who became well-known as a poet, activist, politician, and Arizona's first female Territorial Historian. She was one of the West's most remarkable women; as early as 1907, Ms. Hall saw the need to save Arizona's history and planned to develop a museum. She began to collect both native American Indian and pioneer material. In 1927, she began restoring the first Territorial Governor's residence and offices, and moved her extensive collection of artifacts and documents, opening it as the "Gubernatorial Mansion Museum" in 1928. After her death in 1943, the museum was named in her honor.

Today, the Sharlot Hall Museum features eleven exhibit buildings (six of which are historic), compelling exhibits, and beautiful gardens, which serve as the setting for numerous public festivals and events. The east wing of the Lawler Exhibit Center presents the Pre-History of Arizona's Central Highlands featuring the time of the Beasts to the first indigenous peoples; the main gallery provides a venue for temporary exhibits and displays; and the west wing provides a venue for special events and temporary exhibits.

The new Fred W. Veil Education Center provides a venue for the historical lecture series, educational presentations, music events, and serves as a community center for organizations large and small. The Museum's Living History programs held throughout the year bring the past alive through hands-on demonstrations and learning activities held throughout the four-acre campus. When visiting the Museum, be sure to stop by our Museum Store which is located in the Bashford House – an 1875 Victorian home. The Sharlot Hall Museum Research Center (formerly the Library & Archives) is across the street on McCormick, is open to the public, and holds a vast collection of rare books, original documents, historical photographs, maps and oral history. For more information, please visit www.sharlothallmuseum.org

To Apply:

Please e-mail letter of interest, resume, and three references to
David.Hernandez@SharlotHallMuseum.org

No phone calls, please.

SHM is a 501(c)(3) organization and an Equal Opportunity Employer. We are committed to building a team and an organizational culture that fosters inclusion, diversity, equity, and accessibility. We encourage candidates of color to apply.