



JOB DESCRIPTION

Development & Communications Coordinator

Reports to: Director of Development & Communications

Status: Full time, Exempt

Mission and Description of the Metal Museum

The Metal Museum is the only museum of its kind in the country dedicated to preserving, promoting, and advancing the art and craft of fine metalwork. The Museum engages the metals community and the surrounding region through exhibitions, collections, studio practice, and community education and engagement. The permanent collection and exhibition program reflect a wide range and mixture of metalsmithing, including ferrous and nonferrous metals, hollowware, jewelry, and architectural elements. With its unique focus on artwork and fine crafts made in metal, the Metal Museum helps initiate and promote dialogue and understanding of the field and its relevance in our modern culture.

Purpose

This position oversees the management of the constituent database, assists with the development and distribution of Museum communications across various channels, and provides administrative support to the Development and Communications team.

Essential Functions and Responsibilities

Database Management

- Provide oversight and management for the Museum's constituent database, Blackbaud eTapestry, serving as the primary knowledge holder and on-site staff trainer
- Ensure accurate and timely data entry, following established procedures and working collaboratively across the organization to develop new procedures.
- Maintain financial records, processing all memberships, donations, grants, and in-kind donations and providing timely acknowledgement
- Maintain accurate pledge records, generating pledge payment reminders and properly recording and acknowledging all pledge payments
- Perform regular database maintenance and clean-up projects to ensure data integrity and accessibility
- Create queries, lists, reports, and other data information as requested and necessary for all Museum staff
- Generate weekly transaction reports for submission to Accounting and to the Director of Development and Communications
- Maintain knowledge of database best practices and industry standards and make recommendations for database upgrades or integrations as appropriate

Museum Communications

- Coordinate mailing and email lists for newsletters, mailings, appeals, etc.
- Assist the team with production of content and design of various print materials such as annual reports, promotional materials, fundraising appeals, etc.
- Assist with the management and organization of digital assets such as images, video, and media coverage

Administrative Support

- Provide administrative support for the *Reigniting the Fire* capital campaign, including but not limited to preparation of fundraising materials, coordination of donor packets and meetings, and prospect research
- Assist in the management of the Museum's online business profiles and review sites
- Prepare, print, and mail membership and fundraising appeals
- Maintain inventory of all supplies necessary to fulfill tasks (including letterhead, note cards, brochures, envelopes, etc.) and reorder as needed.

Institutional Responsibilities

- Support the Museum's mission, vision, values, strategic plan and institutional DEAI initiatives.
- Commit to a positive organizational culture based on mutual respect, cooperation, and openness to other's perspectives.
- Represent the Museum at a variety of programs and functions.
- Other responsibilities may include, but are not limited to, greeting guests and acting as an attendant for the galleries; monitoring cleanliness of the buildings; and assisting with events

Qualifications & Qualities of the Ideal Candidate

- High School Diploma, GED, or equivalent required; Associate's or Bachelor's degree preferred
- 1- 2 years' experience in non-profit fundraising, marketing, or communications required, or similar for-profit experience
- Proven ability to perform all duties with high level of tact, confidentiality, professionalism, and efficiency
- Self-motivated with the ability to work independently
- Meticulous attention to detail and highly organized
- Project management experience preferred with ability to multitask and meet deadlines
- Excellent written and verbal communications skills
- Computer and software literacy, particularly Microsoft Office applications, required
- Database management experience preferred
- Marketing software (Constant Contact, Wix, etc.) and social media platforms experience preferred
- Ability to work with a diverse array of people, including Museum guests, supporters, clients, vendors, volunteers, and staff, in both large and small groups

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is occasionally required to stand, walk and/or sit for long periods of time. They must have physical dexterity and the ability to carefully handle objects, as well as the ability to lift and move items of various weights and sizes. Positions have occasions to lift and/or move objects of 15-20 lbs.

Hours, Compensation, and Benefits

The work week for this position is Monday through Friday, 9:00AM – 5:00PM. Additional hours (nights and weekends) will be required; all full-time staff are expected to assist with Museum events and provide coverage for the Museum as needed. All Museum staff must be available the week before, during, and after Repair Days, which is held annually on the third weekend in October.

The salary range is \$38,000 - \$43,000. Salary is contingent on experience and ability. Benefits include employer-paid health and dental insurance, a 3% Simple IRA employer match after 2 years of employment, paid time off increasing after 5 years of employment, and parental leave.

To Apply

Send a cover letter describing fit and interest in the position, resume, writing sample, and three references to quamesha@metalmuseum.org. Please reference “Development and Communications Coordinator” in the subject line. Please, no phone calls.

The Metal Museum is committed to building a culturally diverse staff and is proud to be 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 status, protected veteran status, or any other characteristic protected by law. We strongly encourage LGBTQIA+ individuals, people with disabilities, Black, Indigenous, and people of color to apply.