



Department: Marketing & Development

Position: Marketing & Development Coordinator

Part time Reports To: Development Director & Assistant Director of Sales & Marketing

Salary: \$15 per hour

Do you have a passion for history and are looking to break into the non-profit sector?

The National Civil War Museum is seeking a part-time Marketing & Development Coordinator to assist with administrative tasks and reporting.

This 20 hour per week schedule is flexible within the general administrative schedule. Minimal travel, some evenings and weekends may be required.

ESSENTIAL JOB FUNCTIONS:

- The Marketing & Development Coordinator will support all marketing, fundraising, and membership activities to include data entry, event logistics, processing funds, preparing correspondence, meeting minutes, spreadsheets, materials, reports, and general administrative support.
- Assist with event management and logistics. Included but not limited to event setup, registration, online payment; post-event evaluations to improve the same and similar events going forward.
- Compile and manage lists for direct mail/e-mail campaigns and invitation lists.
- Work with Museum staff to communicate events and programming to members and donors.
- May act as day of event liaison to manage assignments of volunteers.
- Perform administrative duties as required or requested.

EDUCATION: Associates degree required; Bachelors preferred, will accept equivalent work experience.

QUALIFICATIONS:

- Minimum one (1) year work experience in administrative office experience or project coordination experience, with strong attention to detail. Work in the nonprofit sector a plus.
- Experience in event planning, organizing, consultation and event management preferred.
- Demonstrated ability to work on multiple tasks concurrently.

- Must have knowledge and skill with Microsoft Office and Outlook, word processing, presentations, and spreadsheets. Advanced knowledge and skill with Blackbaud, Constant Contact, Canva, and PowerPoint a plus.
- Ability to work in a team environment and interact with all levels of The National Civil War Museum staff, volunteers and the public. This includes ability and willingness to build and nurture relationships within and outside of the museum. This also includes the ability to work cooperatively with others.
- Knowledge of and skill in report preparation, proofreading and attention to detail.
- Proven background and willingness to work in an atmosphere requiring flexibility and change.
- Must pass background check and must be at least 18 years old.

PREFERRED BUT NOT REQUIRED:

- Nonprofit experience
- Advanced knowledge and skill with Blackbaud, Adobe, Constant Contact, Canva, and PowerPoint a plus.
- Proven ability to respond quickly to changing ideas, responsibilities, expectations, strategies, and other processes at work.

Application Instructions:

Please email resume and cover letter to: Mary Beth Kerekes, Director of Development
mbkerekes@nationalcivilwarmuseum.org

No Phone Calls Please.

The National Civil War Museum is an Equal Opportunity Employer.