

DEVELOPMENT AND MEMBERSHIP COORDINATOR

The Branch Museum of Architecture and Design (“The Branch”), located in beautiful Richmond, Virginia, is dedicated to exploring the impacts of design in everyday life, inspiring individuals and communities to create a more equitable, beautiful, and productive future. The Branch House – the museum’s home on Monument Avenue – was designed by John Russel Pope in 1916 and was listed on the National Register of Historic Places in 1967. Following significant repairs to the building, the museum recently hired a new executive director and has just completed a new five-year strategic plan.

To further our mission, The Branch Museum of Architecture and Design seeks a highly collaborative Development and Membership Coordinator. This role reports to the Development Director and works in collaboration the entire museum team to implement fundraising and membership efforts in support of our mission.

RESPONSIBILITIES

Development

- Reporting to the Development Director, support fundraising initiatives, including individual giving, corporate and foundation relations, and government grants.
- Assist with donor stewardship and cultivation, including mailings and events.
- Conduct preliminary research and produce profiles on prospective corporate, foundation and individual donors.
- Process and track gifts from donors, grants, and sponsors; coordinate the fulfillment of obligations and reporting.
- Prepare and mail timely thank you notes/acknowledgements following receipt of gifts, grants, and sponsorships.
- Manage development/donor scheduling and meeting coordination for the leadership team as needed.
- Coordinate grant calendar, including researching opportunities and coordinating application submission.
- Assist with Board relations and management, including scheduling meetings, coordinating catering, and taking minutes at Board and Committee meetings.
- Manage the museum’s CRM (Bloomerang), including entering gift and contact details, generating reports for planning and finance, syncing data with our online giving platform (Classy) and other payment platforms (Venmo, PayPal, etc.).

Membership

- Deliver excellent customer service to the museum’s member base and coordinate an ambitious membership plan focused on retention of existing members and acquisition of new members.
- Manage membership processing, onboarding new members, and serve as a resource for all membership related processes and troubleshooting.
- Work with Development Director to identify and upgrade individuals to higher levels of membership or support groups, and increase annual giving participation.
- In collaboration with the Marketing Manager, develop cost-efficient membership campaigns for new and existing members through onsite sales, direct mail, partnerships and open houses, digital and social media strategies.

- Grow corporate membership program by encouraging local businesses to join and identifying local partners for membership discounts.
- Ensure all member benefits are fulfilled in a timely manner.
- Coordinate content for and author monthly member newsletter and printed materials for membership, including invitations and brochures.
- Track and report on key membership metrics.

General

- Work with Development Director and staff to design and execute donor and member cultivation and stewardship events, including identifying event requirements and expectations, develop and maintain guest lists and RSVPs, preparing and managing budgets and event materials, day-of event support, and post-event evaluation.
- Other duties, as assigned.

QUALIFICATIONS

- Bachelor's degree or equivalent training and experience in a non-profit.
- Minimum two years professional development and nonprofit fundraising experience; in museums or the arts a plus.
- Experience in museum or cultural organization membership management a plus.
- Event and meeting planning skills, with exceptional organizational ability and attention to detail.
- Data and detail driven, with CRM/donor management database experience preferred.
- Excellent listening skills and the ability to develop and manage meaningful relationships with a wide variety of constituents.
- Excellent editorial skills and ability to write clearly and persuasively.
- High level of initiative with ability to work independently and meet deadlines, using sound judgment to navigate obstacles as needed and complete tasks with minimal guidance.
- Unquestionable integrity and commitment to professional ethics, and the ability to responsibly handle sensitive and confidential information with discretion.
- Problem-solving skills, including the ability to maintain a calm demeanor and a sense of humor during occasionally stressful social circumstances.
- Proficiency in Office 360, especially Excel; experience with Constant Contact, Canva, and Zoom a plus.
- High energy and interest in the museum's architecture and design mission.

Working Conditions

- This role is full-time exempt (40 hours/week) on-site, typically Monday-Friday (a Tuesday-Saturday schedule may be available).
- Some evening and weekend hours will be required, especially during peak periods and for special events.
- We recognize that burnout is prevalent in the nonprofit world and offer compensatory time for exempt staff, as well as a generous paid time off policy.
- Local travel required to meet with donors; must possess and maintain a valid driver's license.
- Must have the ability to lift/exert force to 25 pounds.

EEO Statement

The Branch Museum of Architecture and Design is fundamentally committed to the diversity of our staff. Together, we aim to create and maintain working environments that are inclusive, equitable and welcoming. We encourage applicants from underrepresented groups who will enrich the mission of the museum. We do not discriminate against any individual or group of individuals based on age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status.

Compensation and Benefits

This is an Exempt level, full-time benefited position located on-site in Richmond, VA. The annual salary is \$36,000, with growth opportunities in an expanding and progressive workplace. We offer generous paid time off, health insurance, a 403b retirement plan, with additional benefits being added in the new fiscal year. The museum must perform reference and background checks on all new hires prior to employment.

To Apply

Please submit a cover letter with your resume that details how your experience and qualifications relate to the responsibilities outlined above to info@branchmuseum.org.

COVID Vaccination Requirement

The Branch Museum of Architecture and Design expects all current and new employees to be vaccinated against COVID-19. New staff will be required to provide proof of vaccination. Employees may request a medical or religious exemption from vaccination and be willing to obtain weekly prevalence testing.

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