

# **Membership and Grants Coordinator Position Advertisement**

**Updated 9-9-20**

The Columbus Museum invites applications for the position of Membership & Grants Coordinator. The Columbus Museum is one of the largest museums in the Southeast and is unique for its dual concentration on American art and regional history. This is an administrative position located in the Development Department reporting directly to the Director of Development.

## **Purpose Statement**

This position is responsible for the effective coordination of membership programs, grants and sponsorship strategies for the purpose of generating both philanthropic revenue and brand awareness for the Columbus Museum.

## **Essential Skill Set**

- Ability to write high-quality competitive grant proposal narratives, applications, reports and supporting documents
- Coordinate the proposal submission process to ensure timely submission of all required materials
- Demonstrate organizational ability to manage multiple programs
- Generate revenue in a non-profit highly competitive setting
- Sustain membership program for the purpose of seeking effective and creative ways to make membership attractive to a broad audience.
- Effective content marketing writer to generate membership interest and investment
- Develop strategies for the purpose of soliciting new members, community partners, membership renewals, and upgrades
- Responsible for meeting membership goals outlined in the annual development plan
- Maintain detailed records of action steps involving both membership, grants and sponsorships using donor database software
- Other duties as assigned to support the Museum's mission

## **Job Requirements: Minimum Qualifications**

1. A minimum of 2 years of experience in research and grant writing: nonprofit a plus
2. Demonstrated ability to write successful grant proposals
3. Strong attention to detail and strong organizational skills
4. Excellent interpersonal and communication skills
5. Ability to handle multiple projects/programs and deadline-driven
6. Ability to monitor and meet revenue goals
7. Strong contributor in a team environment
8. Motivated self-starter with the ability to work independently with purpose and accuracy in a fast-paced environment
9. Knowledge of; Microsoft Office, video conferencing services, and donor database software (experience with Raisers Edge NXT preferred)

## **Working Environment**

The usual and customary physical demands generally 70% sitting, 15% walking and 15% standing. Some night and weekend work is necessary. The job is performed in a clean and healthy environment.

**Education:** Bachelor's Degree in related field (Preferred)

**Required Testing:** None specified

**Clearances:** Required criminal fingerprint clearance check every five years through our partner organization, the Muscogee county School District

Salary: \$35,000 plus benefits

## **Special Applicant Instructions**

Review of applications will begin immediately and will continue until the position is filled. The Columbus Museum is an Affirmative Action/Equal Opportunity Employer, Committed to Diversity in Hiring.

All applications must include a cover letter, resume and three references. Only those applications with a complete packet will be considered. Please submit completed packets to Mr. J. Hunter Peak, Director of Development, The Columbus Museum, 1251 Wynnton Road, Columbus GA 31906: or e-mail to [hpeak@columbusmuseum.com](mailto:hpeak@columbusmuseum.com).