

Job title	<i>Events & Membership Coordinator</i>
Reports to	<i>Director of Development & Marketing</i>
Classification	<i>Full-time Salary Non-Exempt</i>

Job purpose

The Events & Membership Coordinator plans and organizes promotional and fundraising events, ensuring the target audience is engaged and the message of the event is marketed properly. The Coordinator also organizes membership activities to promote strong relationships with the Art Association's donor base. The Coordinator updates and distributes information to current members as well as prospective members in the event that strong stewardship of the members will cultivate large supportive donors as well.

Duties and responsibilities

- Create, implement, and manage all elements and logistics of fundraising and constituency building events; including event permitting, vendor selection, catering, programming, volunteer and labor management, development of timelines, venue layout, troubleshooting event logistics, creation of juries and management of jury processes, and extensive communication with artists
- Capture attendee data/trends; help create donor pipeline
- Create event debriefs and surveys; analyze results carefully
- Coordinate with the Director of Communications to ensure correct marketing and public relations strategies are in place
- Coordinate with the Director of Finance on event budgeting, cash management procedures, forecasting and reconciliation
- Support the Director of Development as needed
- Organize membership activities to promote strong relationships with Art Association's donor base
- Update and distribute information to current members as well as prospective members
- Manage a membership database
- Oversee membership customer service process or system to ensure members are satisfied
- Create a robust membership program

Qualifications

- Bachelor's degree (B.A./B.S.) in related field
- 3-5 years related experience preferred
- Commitment to excellence; high level of accountability
- Excellent written and oral communication skills

- Strong organizational, problem-solving and analytical skills
- Attention to detail
- Passion, enthusiasm, focus, creativity, positive outlook
- Proficiency on Apple operating systems, Microsoft Office suite, Google products

Working conditions

Salaried nonexempt employees receive a salary rate for a fixed number of hours. However, when they exceed the fixed number of hours and work more than 40 hours in a week, they receive overtime compensation. A non-exempt employee is entitled to pay at the rate of one and one-half times their regular rate of pay for any hours worked in excess of 40 hours a work week.

Physical requirements

Ability to perform sedentary work. Visual acuity necessary to utilize a computer monitor throughout the course of a normal workday. Ability to perform repetitive keyboarding activities and operate general office equipment. Ability to communicate verbally, both in person and over the telephone. Ability to lift, push, and pull up to 50 pounds. Ability to stand and walk for long periods of time. Ability to work outside in rain, wind, cold or heat.

Any subcontractor required for fundraising events

Approved by:	<i>Jennifer Lee</i>
Date approved:	<i>4/12/2021</i>
Reviewed:	<i>4/12/2021</i>