

Bennington Museum presents and explores the rich culture of southern Vermont, eastern New York State, northwestern Massachusetts, and southern New Hampshire in all its forms, from the 18th century to the present. We connect you with objects of art and history and put them into context across time and place through innovative exhibitions and programming, virtually and in-person, year-round.

- *We Believe that by connecting people with real objects of art and history, and challenging them with complex ideas, we will excite the imagination, inspire innovation, and bring delight*
- *Our Purpose is to create effective connections and community through art, history, and nature. To do this we tell and exchange stories focused on our collections and the culture of our region.*
- *Our Aspiration is that, through our collections and programs, people everywhere will come to value the stories of Vermont, the Bennington region, and the achievements of those who have lived here.*

### **Position Description**

Development Coordinator

Bennington Museum, 75 Main Street, Bennington Vermont

Bennington Museum is seeking a curious and creative philanthropy professional with 3+ years of experience in individual and corporate fundraising to serve as Development Coordinator. This individual will be a self-motivated, results-oriented, and collaborative team player with a knack for building relationships in the pursuit of meeting organizational fundraising goals. They will work closely with the Executive Director and Director of Advancement to recognize and celebrate the philanthropy of our donors and to ensure their gifts make an impact in the lives of our Bennington Museum community.

### **Essential Functions**

The Development Coordinator, reporting to the Director of Advancement and consulting with the Museum's programmatic staff, will be responsible for the coordination and execution of the Museum's **membership** and **donor cultivation** campaigns to support annual giving to the Museum. This position will ensure the timely processing and stewardship of gifts, oversee accurate donation recording, and participate in strategic donor cultivation, solicitation, and relationship maintenance. In addition to donor and membership outreach and growth, this position will collaborate with programmatic staff to coordinate **special events**, and will assist with the development and organization of all **external communications** to include appeals, newsletters, and social media.

Duties will primarily include:

- Gift processing and initial acknowledgements with the goal of developing and maintaining donor relationships;
- Database management to include stewardship assignments;
- Strategic implementation of corporate giving initiatives;
- Collaboration with programmatic staff for all on-site cultivation events at Bennington Museum;
- Strategic coordination and execution of print and digital external communications.

### ***Membership***

Oversee all aspects of Bennington Museum's membership program and grow it according to the goals set out in the Development Plan. This includes solicitation, renewals, upgrades, and membership events (in collaboration with the Dir. of Advancement).

- Enter information daily into the Little Green Light donor database (LGL) and engage with constituents within 2 days of gift receipt;
- Collaborate on design and distribution of Welcome Packets and membership brochures;
- Schedule monthly Welcome tours in collaboration with program staff;
- Follow up with lapsed members;
- Collaborate on ways to create second home owner engagement;
- Cultivate younger members/volunteers through age specific gatherings or perks;
- Grow and differentiate a corporate membership program;
- Cultivate Sustaining and Director's Circle members;
- Manage the membership section of the website.

### ***Annual & Planned Gift Fundraising***

In collaboration with the Dir. of Advancement, develop strategies, relationships, proposals, and asks that maintain and grow the Museum's contributed gift capacity.

- Enter information daily into LGL and engage with constituents within 2 days of gift receipt;
- According to the major donor protocol, alert the ED or programmatic staff of gifts that need additional recognitions. Prepare notecards for that purpose if needed;
- Add contact reports to LGL and assign stewards as appropriate;
- Review the weekly automatic gift activity reports to ensure recognition protocol is being met;
- Assist with Annual Fund strategy;
- Assist with a planned giving outreach strategy;
- Identify, cultivate, and solicit corporate gifts, including through a Business Match program, and ensure that sponsors are being recognized appropriately.

### ***Special Events***

Collaborate with the Dir. of Advancement and other programmatic staff on special events with an eye towards generating contributed revenue.

- The Winter Gala and Auctions;
- Awards Ceremony and Spring Party;
- Annual Meeting;
- Monument Society and other membership events;
- Exhibition openings;
- Large on-site community events;
- Volunteer luncheon;
- Space Rentals.

### ***External Communication***

- Collaborate on annual communications and development plan;
- Create methods for engaging with non-digital constituents, e.g., assisting with print re-design of the monthly and Bennington Historical Society newsletters;
- Assist and collaborate with design, drafting, proofing, personalizing, and mailing of printed and digital communication as needed;
- Assist in the oversight and scheduling of the Museum's social media channels, (Youtube, Instagram, Facebook);
- Assist with website updates as needed.

### **Other duties as assigned by Executive Director**

### **Qualifications:**

- Bachelor's degree;
- Three years experience in marketing, fundraising, or event management;
- Multitasking ability and cooperative work ethic;
- Familiarity with GoogleSuite, Wordpress, and social media platforms (or similar experience);

### **Preferred Qualifications**

- Masters degree in related field;
- Not-for-profit experience;
- Six years experience;
- Experience with donor software;
- Experience with basic graphic design;
- Experience in successfully soliciting and maintaining donors and relationships;
- Experience with donor research tools;
- Outstanding written and verbal skills;
- Willing to become integrated into the Bennington community.



Bennington Museum is an equal opportunity employer and considers all candidates for employment regardless of race, ethnicity, sex, age, gender identification, national origin, creed, disability, marital status, sexual orientation or political affiliation.

**Position Classification:**

- Full-time, salaried (exempt)

Salary Range - \$52,000 - \$58,000 - DOE

- Monday - Friday schedule with flexibility for evening events and possibility of a hybrid work schedule.

**Working Conditions:**

Ability to work in an open office environment with flexible office space subject to frequent interruptions.

**Physical Requirements:**

Must be able to lift chairs and tables weighing up to 25 lbs for occasional assistance with event set-up. Must be able to see and hear, or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.

Please submit a cover letter and resume to:

Alexina Jones: [ajones@benningtonmuseum.org](mailto:ajones@benningtonmuseum.org)

Application deadline: June 20, 2022

Earliest position start date: July 1, 2022