

Membership Manager

Department: Development
Reports to: Vice President for Development
FSLA: Exempt
Employment Status: Full time

Position Summary

The Bechtler Museum of Modern Art is hiring a Membership Manager responsible for the identification, cultivation, solicitation, and stewardship of individual donors and members to advance the mission and strategic goals of the Bechtler.

Working under the supervision of the VP for Development, the Membership Manager will create and implement annual work plans for fundraising objectives to accomplish organizational goals in the following areas: annual fund, membership giving with a focus on growing the Firebird and Modernist Societies, general membership and cultivating individual donors for additional organizational support.

The position works in tandem within a Development Office of four full-time staff members responsible for raising \$1.5+ million annually from individual, corporate, foundation and federal funding sources.

Primary Responsibilities

The Membership Manager will provide day-to-day leadership of the museum's membership base and grow the museum's revenue. Key responsibilities include:

Revenue Generation

- Spearhead all individual giving programs and activities at the museum, including efforts in donor identification, cultivation, solicitation, recognition, stewardship, and retention;
- Evaluate and analyze effectiveness of fundraising strategies for growing funder support;
- Collaborate with the VP of Development and the Director of Marketing + Communications to create and establish robust and effective member marketing materials, including annual reports, annual fund appeals, event invitations and more;
- Work with the Special Events team and Development staff to plan, promote, and implement member events;
- Work with the Finance office to reconcile and review membership financial reports on a monthly basis to ensure accuracy of donor contributions and expenses related to membership;
- Oversee the Bechtler Young Visionaries (BYV) affiliate group. Organize Steering Committee meetings, manage BYV events; including execution of the affiliate's annual fundraising event;
- Lead the annual fund campaign fundraising efforts:

- Manage and implement all stewardship activities including updating recognition on website and Donor Panel in lobby.
- With support from Development Associate, contact membership for retention, upgrade, and acknowledgment purposes via email and phone calls with a friendly and professional demeanor;
- Build and maintain relationships with members and community partners.

Strategic Communications

- Provide counsel, support, and recommendations on strategic engagement with members;
- Design and implement tailored, creative, and innovative solutions to complex challenges;
- Anticipate strategic challenges with key stakeholders and partner with team and key partners to resolve;
- Work closely with other members of the team to align messages and content and share with members;
- Represent the Bechtler at community meetings and events as needed

Other

- Seek opportunities for professional development.
- Develop and maintain knowledge of best practices in the cultural and nonprofit sectors as well as the field of philanthropy.
- Assume other responsibilities as assigned by the VP for Development.

Work Schedule

- Full-time (40/week), exempt, salaried position. Hours may vary to include special events and activities in the evening or weekends but the standard office hours are 9am-5pm.

Desired Qualifications

The right fit is an imperative for a lean organization like the Bechtler Museum of Modern Art. Below is a list of qualities that we are looking for in the person who takes on this critical role. If these ring true for you, then we hope you'll apply for this position.

Approach to Work

- A collaborative spirit, positive attitude, sense of humor and desire to work as part of a team are critical.
- Exceptionally high personal and professional integrity.
- Excellent interpersonal and communications skills. This position requires the personal presence and poise to inspire comfort and confidence among board members, volunteers, members and donors.
- Ability to articulate the Bechtler's case for support with passion and persuasion, along with a genuine desire to build lasting relationships.
- Maintain confidentiality of all internal materials and information.
- Flexible, creative, and have the ability to work independently or collaboratively as the situation demands. Have no problem taking direction.
- Reflective and proactively work to grow and improve; a strong "learner" orientation.
- Great at connecting and building deep relationships,
- Highly interested in people and institutions and how things work.
- Strong motivation, initiative and the ability to prioritize and a willingness to take on projects of all sizes.

Demonstrated Experience and Skills

- Bachelor's degree and at least 3 to 5 years of relevant work experience with progressively more responsible positions.
- Tech savvy, proficiency with Microsoft Office suite, and experience with Altru/Raiser's Edge database platform preferred.
- Excellent written, interpersonal and verbal communication skills.
- Ability to attend meetings and events during evening hours and weekends as needed.
- Sharp attention to detail, highly organized.
- Project management and event planning skills; the ability to lead multiple projects from concept to delivery to reporting; ability to prioritize and commitment to following through.

Compensation and Benefits

The Bechtler Museum of Modern Art offers a competitive compensation package commensurate with anticipated duties and responsibilities, including comprehensive health benefits and paid vacation.

To Apply

The Bechtler Museum of Modern Art is an Equal Opportunity Employer committed to inclusive hiring and dedicated to diversity in its work and staff. Employment decisions are made without regard to race, color, religion, gender, sex, national origin, physical or mental disability, age, sexual orientation, veteran status, or any other characteristic protected by applicable state or federal law. The Bechtler encourages candidates of all groups and communities to apply for this position.

Interested applicants should submit a resume and cover letter to Rebecca Morris, vice president for development, at Rebecca.morris@bechtler.org. No phone calls or faxes accepted. In your cover letter please include your salary requirement.

About the Bechtler Museum of Modern Art

The Bechtler Museum of Modern Art, opened to the public on January 2, 2010. After inheriting a portion of his parents' extensive collection and augmenting it with his own acquisitions, Andreas Bechtler committed the collection to the city of Charlotte, NC. Comprised of more than 1,500 works, the collection includes works by some of the most important and influential artists of the mid-20th century. Virtually none of these artworks had ever been on public view in the United States as the collection was formed and privately held by the Bechtler family of Switzerland. Some works are accompanied by books, photographs and letters illustrating personal connections to the Bechtler family. Constructed specifically for this family's art collection, the museum building was designed by renowned Swiss architect Mario Botta and is regarded as an iconic structure that has transformed the city's landscape.

The Bechtler Museum serves the community by providing access to the uniqueness of the Bechtler collection of mid-20th century modern art. Each year, the museum welcomes an average of 50,000 visitors representing the diversity of the area from 100 counties in North Carolina, across the country and around the world to visit the museum and enjoy its programs. Since opening in January 2010, the museum has presented exhibitions that have addressed modern art—with an emphasis on mid-century modern—through examinations of individual artists, movements, styles and themes. Exhibitions change 4-5 times per year. The Bechtler also presents a wide variety of programming, both at the museum and beyond its walls. Museum public programs appeal to a wide audience through these monthly or quarterly offerings of: Jazz at the Bechtler, Modernism + Film, Guest Lectures and Family Days.

Partnering with schools and community organizations, the Bechtler provides outreach programs to bring art experiences to those that have been traditionally under-served by the visual arts sector. For those who are not able to physically visit, the museum works with community partners to provide meaningful art programs and projects that relate to the museum's art and artists. Additionally, to those mentioned above, community partners currently include Charlotte-Mecklenburg Schools (50% of school tours are with Title 1 schools), Metrolina Association for the Blind, Charlotte Bridge Home (military, veterans and their families), Mecklenburg County Sheriff's Office (where Bechtler-trained teaching artists are placed directly in the Mecklenburg County Jail System to conduct multiple week-long art residencies for youthful offenders and incarcerated adults), the Western Carolina Chapter of the Alzheimer's Association and InReach, an organization supporting adults with developmental disabilities.

To learn more about the Bechtler please visit: www.bechtler.org.