

## Membership Manager

Reports to: Vice President for Development

FSLA: Exempt

Employment Status: Full time

### Position Summary

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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

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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 for 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.
- Assist Executive Director and Vice President of Development in support and organization of member trips.
- 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:
- 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;
- 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**

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Below is a list of qualities that we are looking for in the person who takes on this critical role.

#### *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
- Tech savvy, proficiency with Microsoft Office suite, and experience with Altru platform.
- Excellent written, interpersonal and verbal communication skills.
- Ability to attend meetings and events during evening hours and weekends as needed.
- 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

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The Bechtler Museum of Modern Art offers a competitive compensation package commensurate with anticipated duties and responsibilities, including comprehensive health and insurance benefits, matched 401k plan and paid vacation and 13 holidays.

## To Apply

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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 [development@bechtler.org](mailto:development@bechtler.org) with "Membership Manager" in your Subject Line. No phone calls or faxes accepted.