



## **Membership Associate**

### **Role Overview:**

Join the team that is leading the Martha's Vineyard Museum (MVM) into its second century. We know that a museum is much more than a collection of buildings, art and historic artifacts, and we have made great strides towards becoming an organization that fully represents the entire Island population. The Development Manager will be a major contributor to MVM's success in raising and stewarding the funding that fuels its work and impact across its mission.

The Membership Associate will report into the Managing Director, support the Executive Director, and collaborate with the Marketing and Communications Manager and the Events Manager. The Membership Associate's primary responsibility will be member and donor stewardship, through keeping excellent records, leveraging systems to ensure strong and consistent donor communication, executing the operations of member and donor engagement events, and assisting in writing member and donor reports. MVM is seeking candidates who are exceptionally detail-oriented and organized, have strong aptitude for data and information tracking, enjoy collaborating with a team to achieve objectives, and thrive in a fast-paced environment.

**Reports to:** Managing Director

**Supervisory Responsibilities:** May supervise Fellows, volunteers, staff, or contractors/vendors for development activities.

**Schedule:** Monday – Friday salaried position, typically 40 – 44 hours per week with some evening and weekend hours required for events and programs. A hybrid work arrangement may be possible for this role. Candidates seeking full- or part-time work are encouraged to apply.



## **Key Responsibilities:**

### **Stewardship and Prospecting:**

- Assist the Marketing and Communications Manager in developing the annual fundraising communications plan in coordination with other Museum departments.
- Assist in crafting fundraising communications, including annual giving materials, messaging themes for fundraising events, talking points for solicitation meetings, talking points for special events, etc.
- Collaborate with the Marketing and Communications Manager on fundraising-related content included in marketing and communications channels (e.g. website, media (including social media), annual reports, and newsletters).
- Conduct preliminary research on prospective corporate, foundation, and individual donors. Assess membership rolls for potential major donor prospects.
- Manage all updates to the member/donor database (Bloomerang), ensuring information is updated and accurate. Process all pledges, gifts and membership donations from receipt through acknowledgment. Draft acknowledgement letters to be signed by Executive Director.
- Support all annual mailings, including list generation and maintenance.
- Serve as the point of contact to all donor inquiries.
- Manage all membership benefits including catboat VANITY, publications, etc.
- Reconcile monthly figures with finance team and create fundraising reports for the Executive Director and Board.

### **Proposal and Grant-Writing:**

- Research, identify and track potential grants.
- Assist in writing proposals for new funding.
- Assist in writing reports to funders.
- Manage the grant reporting tracker to ensure reports are completed by the deadline.

### **Member and Donor Event Operations:**

- Working with the Events Manager, maintain guest lists and coordinate event registration.
- Support the management of event work plans and task deadlines.
- Draft invitation and thank you language.
- Create lookbooks and event briefs.
- Manage the creation and printing of name tags.
- Provide day-of event support.



#### Membership Support:

- Collect Martha's Vineyard Medal nominations, coordinate selection of recipients, and plan Museum's Annual Meeting in collaboration with the Events Manager.
- Working across Museum departments, assist in coordinating all aspects of membership program at MVM, including annual membership events and exhibit openings.

#### Other Potential Responsibilities:

- Assist the Managing Director in organizing and facilitating the Museum's volunteer program.
- Support the organization with administrative tasks (meeting note taking, office supply management, mail distribution), as required and as schedule permits.
- Actively participate in the life of the Museum.

#### Desirable Skills and Qualifications:

- Bachelor's degree in business or related field. An Associate Degree may be considered for applicants with comparable work experience.
- Minimum 2 years of relevant work experience.
- Strong understanding of various communication channels and strategies, with a focus on digital communications.
- Excellent written and oral communication skills; ability to present information concisely and effectively.
- Excellent interpersonal skills and a team player. Ability to prioritize and navigate working with a variety of stakeholders.
- Customer service focused with ability to diplomatically manage current and prospective donors and members.
- A self-starter, data and deadline driven, with aptitude for repetitive and accurate data entry.
- Ability to multi-task with solid organizational and time-management skills.
- Proficiency in analytics tools and performance metrics.
- Demonstrated proficiency in standard office software such as Microsoft Office (Word, Excel, PowerPoint) and Google Workspace (Docs, Sheets).



### **Physical Requirements:**

- Must be able to stand or walk for prolonged periods of time.
- Able to climb several flights of stairs, a ladder, and maneuver through a low doorway at the Edgartown lighthouse tower.
- Able to work indoors and outdoors for extended periods of time.
- Able to assist with moving tables and chairs periodically.

### **How to Apply:**

Due to the severe housing shortage on Martha's Vineyard, we encourage local area residents to apply.

To apply for this position, please send your cover letter and resume to the Martha's Vineyard Museum at [careers@mvmuseum.org](mailto:careers@mvmuseum.org).

Applicants are subject to a Criminal Offender Record Information (CORI) background check by the MVM.

*At the Martha's Vineyard Museum, we value diversity and strongly encourage applications from individuals from all identities and backgrounds. All qualified applicants will receive equitable consideration for employment based on their experience and qualifications, and will not be discriminated against on the basis of race, color, religion, disability, national origin, age, sex, pregnancy and pregnancy-related conditions, gender identity, sexual orientation, genetic information, veteran status, ancestry, or national or ethnic origin.*