



POSITION: Development and Membership Manager

REGULAR FULL-TIME

REPORTS TO: Executive Director

OVERVIEW

The Development and Membership Manager is responsible for facilitating various fundraising strategies, membership drives, and community events for MCASB. The Manager helps to develop and implement these strategies to generate income for the museum through various methods (grant writing, donor solicitations, membership drives, events) direct and generate awareness, and institutional visibility in order to help grow audiences and support the Museum's programming. The position is vital in ensuring community relationships with funders, donors and members remain strong while maintaining the institutional brand and voice of the Museum across all departments. Additionally, this role is responsible for building, maintaining, tracking, and growing the donor and membership base at MCASB.

REQUIREMENTS

- BA or equivalent level of education and experience required.
- 3 years of directly related work experience in fundraising, marketing, communications, and or public relations is preferred.
- Fund Development experience including grant writing, donor appeals, individual solicitation process, donor cultivation
- Excellent written, oral, and interpersonal communication skills with a demonstrated ability to present clearly and persuasively.
- Knowledge of the visual arts is preferred but not required.
- Quick learner who is comfortable taking initiative and working independently.
- Knowledge of e-marketing tools (MailChimp), social media management systems (Hootsuite), and constituent database software (eTapestry) is preferred but not required.
- Proficiency in using a wide range of MS Office products including Word and Excel, as well as other software applications (Google Drive, Google Docs, and Google Sheets).
- Ability to prioritize multiple tasks with strong attention to detail.
- Comfortable working under pressure and tight deadlines.
- Demonstrate good decisions and sound judgment.
- Willing to work flexible hours including evenings and weekends as required.

ESSENTIAL FUNCTIONS

Development

- Work with the Executive Director to develop and implement strategies to raise essential funds for the Museum
- Leadership role in grant research, grant writing, communication with grantors, foundations, corporations and individual donors
- Responsible for input and accuracy of the donor database, donor mailings, acknowledgments

- Working with all staff members and Board members to develop a donor appreciation program including special invitations, small gatherings annual events
- Work closely with the Curatorial Department to plan and execute tours, lectures, collection visits, and Art Study Tours for members and potential donors

Memberships

- Partner with the Executive Director in crafting communication unique to voice and vision of the membership program for acquisition and pipeline strategies
- Maintain member database, board dues, and charitable contributions
- Manage incoming memberships by phone, in-person, online, mail, and by referral
- Input data into our database (eTapestry) including various excel tracking systems
- Assist with systems migration from eTapestry into Salesforce
- Generate metric analysis of weekly/monthly reports to the Executive Director and Board of Directors regarding renewals, new members, high-level members, prospects, and engagement opportunities
- Timely management of new and renewal process including writing/sending letters, providing relevant invoicing, and tax information as needed
- Conduct email and direct-mail marketing outreach to current and prospective members
- Research current/prospective members to deliver appropriate messaging in language, content, and offers
- Create new member packets, membership cards, renewal requests, and lapsed renewal requests with high attention to detail pertaining to each level benefits
- Responsible for maintenance and accuracy of all member information
- Work events (public and members-only) to engage with community stakeholders with a focus of membership acquisition and relationship building
- Report to ED with accurate records of incoming donations, restricted/unrestricted contributions, in-kind support, and all other charitable revenue streams
- Send acknowledgment letters and tax information to donors and include copies of documentation and correspondence in the database
- Respond to basic inquiries regarding membership billing and benefits
- Track inventory of catalogs and shipping supplies for new member packages

Salary Range: DOE

To apply, please submit a cover letter, resume, two references, and availability to resume at [mcasantabarbara dot org](mailto:mcasantabarbara.org), with the subject line “Development and Membership Manager”.

About Museum of Contemporary Art Santa Barbara

The Museum of Contemporary Art Santa Barbara is a non-profit, non-collecting art museum that advances creativity and inspires critical thinking through meaning engagement with the art of our time. Celebrating its 38th year in 2014, The Museum of Contemporary Art Santa Barbara is the premier venue for contemporary art between Los Angeles and San Francisco.

Museum of Contemporary Art Santa Barbara provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information,

marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Museum of Contemporary Art Santa Barbara complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.