Ella Sharp Museum Job Description
Development Assistant

Reports To: Deputy Director Supervises: N/A
Department: External Affairs Classification: Part Time, non-exempt
Location: Ella Sharp Museum Salary Range: $15/hour
3225 Fourth Street Jackson, MI

About this position: The Ella Sharp Museum Development team is responsible for the asset development efforts of the Museum. They direct all donor and financial support including membership, grants, donor relations, major donor development, strategic fund sourcing, capital and expansion programs, endowment, planned giving, and the planning and supervision of special fundraising events. The department also manages the museum’s membership and volunteer programs. The Development Assistant (DA) works closely with the Deputy Director to develop new funds by identifying new donors and sponsors, supporting fundraising events and annual giving campaigns, and managing the museum’s membership and volunteer programs. The DA ensures that donors are recognized and are provided superior customer service. The position will provide grant proposal and reporting support to funders, foundations, and corporations. The DA is a support-level position reporting to the Deputy Director. The DA works primarily M-F 9 am—5 pm with evenings and weekends as necessary to meet with donors, members, and volunteers or participate in museum events.

Representative responsibilities of this office include:

1. Development Responsibilities:
   a. In tandem with the Deputy Director, develop strategies to attract new donors and sponsorships and set specific annual fundraising goals.
   b. Maintains all donor data, helps execute the annual fund development plan through administrative support including appeals, gift entry and tracking, acknowledgements, queries, and reports.
   c. Support fundraising events, with responsibility for the Art, Beer, and Wine festival and Mid-Year campaign
   d. Assist in gathering information and contributing to social media, surveys, promotional materials, email and general communications.
   e. Assist with grant research, tracking and application writing, as well as assist with special events and program, including event set-up and tear down.
   f. Phone calls and emails.

2. Membership Responsibilities
   a. Oversees new membership recruitment and develops member retention strategies.
   b. Maintains member database, manages member renewals, creates membership reports.
   c. Plans and executes member events.

3. Volunteer Responsibilities
   a. Supports volunteer needs for all departments through strategic volunteer and intern recruitment.
   b. Serves as liaison between volunteers and the museum.
   c. Manage and engage active volunteers with activities and meetings.
   d. Develop and maintain volunteer recognition (e.g., Annual luncheon)
e. Track and report volunteer information (e.g. contact information, hours, surveys)

f. Seek continuous improvement of volunteer program, developing new strategies to sustain volunteer engagement.

Desired Qualifications:

- A motivated and dynamic individual with relevant educational or experience background
- Ability to learn and adhere to CFRE accountability standards.
- Participation in fund-raising in not-for-profit or arts/culture organizations desired.
- Strong written and verbal communication skills
- Collaborates well in a team environment.
- Experience with Microsoft Office software suite and familiarity database software desired
- Creative problem-solving skills.

This position requires the ability to do one or more of the following throughout the day: sit, stand, and walk, to lift up to 30 lbs. occasionally, do close work in an office environment using a computer monitor and perform repetitive hand movements. Employee must be able to communicate verbally. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ella Sharp Museum is a nonprofit museum serving the greater Jackson area. Founded in 1965, the museum sits on six acres and has eleven buildings. The Hadwin Center has seven galleries that feature a mix of permanent and traveling exhibits.

How to apply:
Submit cover letter, resume, and writing sample, PDF preferred, via email to:
Valerie Herr, Deputy Director,
Ella Sharp Museum,
ValH@EllaSharp.org

Applications will be accepted until April 16, 2021. Resumes will be reviewed upon receipt.