



JOB TITLE: Advancement Coordinator (Full-Time)

REPORTS TO: Programs & Outreach Manager

MUSEUM SUMMARY: The Studebaker National Museum is one of the premier automotive museums nationally and is one of only three automotive museums accredited by the American Alliance of Museums. The Collection covers more than 100 years of transportation history from an early Conestoga Wagon made by the Studebaker Brothers through the very last Studebaker automobile produced in 1966. Eight vehicles in the Collection have been designated National Treasures including the carriage Abraham Lincoln rode to Ford's Theatre the night of his assassination.

With a small, dynamic staff the Museum has experienced tremendous growth by introducing new programming and interpretation strategies over the past few year. Programs such as the Concours at Copshaholm and Cars and Coffee have ensured that the Museum continues to grow as a vibrant cultural institution in the Community. Everyone on the Museum's team plays a pivotal role in enriching the community and ensuring a thriving Studebaker legacy.

JOB OPPORUTNITY: This entry-level position provides the opportunity to support and lead some of the most pivotal growth efforts at the Museum. The Advancement Coordinator supports and leads critical event and advancement operations at the Museum.

A successful candidate will be a self-motivated and detail-oriented professional. The position provides an opportunity to build a robust portfolio in event management and facility booking skills.

COMPENSATION: \$30,000 a year, commensurate with experience, salaried, non-exempt. We offer paid time off and a discounted cell phone service.

DUTIES & RESPONSIBILITIES:

Rentals Booking (30%):

- Museum Facility Rentals
 - Serve as Museum representative for all parties interested in booking the Museum's AM General Atrium and Board Room for private events.
 - Coordinate facility rentals with all appropriate staff members.
 - Supervise events as the on-duty manager. Ensure the renter has a positive experience, and their requests are carried out.
- Museum Car Rental
 - Coordinate booking and scheduling of Museum rental car.

Advancement (25%):

- Car Raffle
 - Implement Car Raffle from licensing through raffle drawing with a focus on maximizing net returns from the fundraiser.
- Brick Program

- Promote, sell, and process memorial and commemorative brick sales for Museum patio.
- Process Membership renewal notices and applications in a timely manner
- Generate written stewardship and solicitation communications for a variety of Museum giving programs.
- Manage Museum CRM to support advancement efforts; includes accurate gift entry, pledge and payment management, and updating constituent records.

Museum Events (20%)

- Implement Museum events in conjunction with Programs & Outreach Manager including Cars and Coffee, Speaker Series, and the Concours at Copshaholm.
- Assist in the development of new event and programming initiatives

Administrative (15%):

- Manage communications with the Board of Directors and Board Committees, including organizing Board and Committee meetings, minutes, and board events.
- Maintain corporate records including the minute book and bylaws.
- Perform reconciliation of admission and ticket sales.
- Prepare and file certain state forms such as vehicle registrations, lottery licenses, event licenses, and entity reports.

Office Management (5%):

- Monitor and order office supplies for Museum staff. Assist with the ordering of other departmental supplies as needed.
- Manage office equipment (i.e., printer) as needed.

Other (5%):

- All other duties as assigned by the Programs & Outreach Manager or Executive Director.

JOB REQUIREMENTS:

Required Qualifications

- Exceptional customer service skills
- Proven ability to prioritize work and respond to changing priorities
- Self-motivated to complete projects
- Strong written and verbal communication skills
- Ability to work evenings and weekends as required
- Proficient with Microsoft Office Suite
- Associates degree required; Bachelor's degree preferred

Preferred Qualifications

- Experience in event management and rental booking
- Experience in a non-profit setting
- Advanced organization skills and ability to handle multiple tasks at once
- Experience with Neon CRM or another CRM program

- Experience in annual giving and/or donor stewardship

NON-DISCRIMINATION STATEMENT: Studebaker National Museum is an equal opportunity employer. The Studebaker National Museum does not and shall not discriminate or permit discrimination on the basis of race, color, religion, gender, gender expression, sexual orientation, age, national origin, disability, parental status, marital status, military status, or any other classification protected by law in matters of employment, activities, or its operations.