



Sandy Spring Museum

Development Coordinator

Reports to Director, Communications & Development

Sandy Spring Museum is a private, independently-operated museum located between Washington, DC and Baltimore. The Museum supports community-driven cultural arts and educational programs. Originally established as a history museum, we now focus on building a sense of place, serving as a catalyst for community-building by facilitating opportunities for creative engagement. SSM is also the state-designated Regional Folklife Center of Montgomery County. In addition to dozens of programs and exhibits, and caring for a historic collection, eleven resident artists are part of our programming.

SSM is about to embark on a 5-year master plan to enhance the Museum's grounds with the addition of a sculpture walk, picnic grove, more artist studios, and landscaped gathering spaces.

We are looking for a team member who is passionate about working in a community-focused organization, who brings energy, enthusiasm, and an entrepreneurial approach to his/her work, and is creative and self-motivated.

Primary Responsibilities:

The Development Coordinator supports SSM's donor and membership program with the goal of increasing SSM's capacity for fundraising. The Development Coordinator is responsible for donor and prospect research and prospect management: identifying, researching, and analyzing prospects for donor cultivation and solicitation. The coordinator will also be involved with stewardship activities related to fundraising and relationship management, including working with a team to create and implement the fundraising, development and communications strategy.

Individual Donation Development

- Support Director of Communications and Development and Development Committee in creating and maintaining a fundraising calendar, including but not limited to fundraising campaigns, membership drive, donor cultivations, and special events
- Coordinate SSM's special events: managing mailing and invitations, RSVP tracking, event set-up, etc.
- Manage SSM's CRM platform: accurate entry and updates donor/membership information and maintenance of records, patron and donation reports.
- Keep individual donor list up to date for programs and reporting
- Coordinate SSM's donor cultivation efforts along with Executive Director, Director of Communications and Development and Board of Directors, including receipts to donors, tax acknowledgement and thank-you letters, and stewardship events

- Attend and assist with planning monthly Development Committee meetings to assign prospects and ensure prospects are moved through the pipeline from qualification to cultivation, solicitation, and stewardship
- Conduct prospect/donor research, sharing capacity/affinity reports, and evaluating prospects.
- Set up and organize individual prospect meetings for board members and the Executive Director.
- Provide ongoing fundraising reports that help inform the strategic direction of future initiatives.

Community Engagement

- Participate in the programming and other events of the SSM as needed. Help with greeting supporters and ensure VIPs are acknowledged properly
- Help create a better programming experience for SSM's supporters
- Coordinate proper pre and post programming messaging, including emails, mailings, etc.
- Create organizational messaging to drive donor engagement on all communication collaterals, such as flyers, brochures, social media and email, etc.

Other duties as needed

- Support with foundation grant strategy, and coordinate grant calendar, and implementation
- Work collaboratively with staff and volunteers to drive overall mission of the museum
- Be a member of the team and help where needed

Qualifications:

- Demonstrated experience in prospect research. Knowledge of the range of resources available to prospect researchers and the ability to apply those resources in an organized and purposeful manner.
- Demonstrated analytical skills to initiate and perform complex analyses and organize information to identify philanthropic patterns, tendencies, and relationships among individuals, corporations and foundations. Ability to analyze and interpret complex financial disclosure documents for the purposes of wealth assessment (SEC filings, real property files, financial and legal disclosures, etc.).
- Demonstrated ability to conceptualize and develop proactive prospecting methodologies to support organizational goals, including data mining, sophisticated constituent database queries, etc.
- Experience working with AudienceView or other relational database including Airtable, Excel, etc. Ability to download and export information between systems.
- Demonstrated ability to work independently, prioritize work, and independently manage multiple, diverse and competing priorities while meeting deadlines.

Required:

- Must have access to a car. Public transportation options in Montgomery County are limited.
- Must have demonstrably good computer skills, be technologically proficient, and show a willingness to learn new applications.
- Familiarity with Microsoft365 and AudienceView CRM is a plus.

Terms:

This non-exempt position is for 37.5 hours per week. While most hours are worked between 9am – 5pm on weekdays, it will be necessary to attend evening and weekend events. Benefits include generous paid time off, eight paid federal holidays, paid sick leave, a 403(b) retirement plan, and health insurance.

How to apply:

Send a single PDF with a cover letter, resume, and three current references to aweiss@sandyspringmuseum.org. Also in the same PDF or with website links, share examples of your work.