

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: MANAGER - MEMBERSHIP/EVENTS AND FUNDRAISERS - AMA

PAY GRADE: P-1

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Responsible for managing the membership program, including developing and implementing a long-range membership strategy for the museum. Manage facility rentals, special events and fundraisers. Supervise events specialists and volunteers.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: BS/BA in Business Administration or related field is required. Up to two years' relevant experience may be substituted for two years' education.
2. Years of experience in field: Five years' full-time experience in membership, special events, fundraising activities and excellent customer service is required.
3. Special skills or abilities related to field: Knowledge of membership techniques and practices. Skills in the operation of membership campaigns. Knowledge of customer service practices and sales. Ability to motivate and organize volunteers and part-time staff to provide excellent customer relations. Experience using a membership and fundraising database. Excellent oral and written communication skills.

ESSENTIAL JOB FUNCTIONS:

1. Serve as principal staff liaison to current and prospective museum members.
2. Develop a long range strategy to increase the number of new members and retain current members.
3. Work with the director and assistant director to implement membership campaign as a part of the long-range strategy.

ESSENTIAL JOB FUNCTIONS (Continued):

4. Perform tasks related to upgrading and renewing current members, and enrolling new members. Tasks include generating membership materials and reports; administering membership benefits and acknowledgments; maintaining comprehensive membership database.
5. Assist with the coordination of the membership annual appeal.
6. Assist with annual review and evaluation of members' benefits.
7. Assist with making presentations to selected groups about the museum and its programs.
8. Provide direct support for all museum special events and fundraisers.
9. Prepare rental agreements and work orders.
10. Schedule and staff rental events.
11. Serve as liaison to academic programs for scheduling and instructional needs.
12. Required to work weekends and evenings as necessary to support rentals, programs and special events/fundraisers.
13. Responsible for audio visual services to support rentals, special events and fundraisers.
14. Perform other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works in an office environment.

ENVIRONMENTAL CONDITIONS (Continued):

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Appleton Museum of Art

SUPERVISOR OF POSITION: Assistant Director of Appleton Museum of Art