

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: MANAGER, MEMBERSHIP/EVENTS AND FUNDRAISERS -
APPLETON MUSEUM OF ART

PAY GRADE: P-8

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.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: BS/BA in Business Administration or related field is required. Up to two years of relevant experience may be substituted for two years of education.
2. Years of experience in field: Five years 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.

Revised – 2013-06-12 – Title change

Revised - 2009-05-04

Revised - 2008-06-10

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.

(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.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate effectively both orally and in writing.
- Ability to access input and retrieve information from a computer.
- Walking
- Standing
- Sitting

ENVIRONMENTAL CONDITIONS:

- Works in an office environment.

(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 – Appleton Museum of Art

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