

## POSITION DESCRIPTION

### Membership and Resource Development Coordinator

Full Time, Hourly, 40 hours a week, \$16-\$19/hour

Regular weekday office hours with some evening and weekend work required.

The Membership and Resource Development Coordinator will provide leadership and support to the Resource Development team at FCMoD. This individual will be responsible for identifying and coordinating initiatives, programs and activities to engage and build the membership program, assess the effectiveness of these activities through surveys and the collection of data, and provide reports and presentations to inform decision making. This individual will also play an important role in coordinating activities related to maintaining, acquiring, and stewarding FCMoD donors. This will be accomplished by ensuring data is accurate, and through the coordination of the donation process, acknowledgement, acquisition, and stewardship activities.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Reports to the Director of Development.  
**Membership 50%**
- Identify and implement strategies for increases in acquisition and retention.
- Collaborate cross departmentally to ensure that FCMoD's membership program is well represented within the museum and museum activities.
- Coordinate and plan membership activities including initiatives, events, trainings, etc.
- Research best practices and methods for success to achieve membership goals and overall donor pipeline strategy.
- Evaluate effectiveness of activities.
- Compile statistics and data – ensure accuracy of data.
- Create and coordinate communications in the form of renewals, appeals, stewardship and acquisition campaigns.
- With Director, establish, track and monitor program budget.
- Collaborate with Marketing & Communications Manager on all other member communications.
- **Resource Development 50%**
- Process contributions daily to ensure all activity associated with documenting and acknowledging contributions is completed. Record donations in the museum's database to ensure the highest level of data accuracy.
- Project manage FCMoD's annual fundraising and stewardship events by coordinating the planning, collaboration and execution with a cross-departmental team.

- Produce and coordinate direct donor communications.
- Coordinate individual giving campaigns, including but not limited to; Colorado Gives Day, two annual appeals (postal mailing and email), and corporate employee campaigns.
- Coordinate recognition process for all donors (individuals, corporate sponsors, and major donors).
- Maintain highest level of data accuracy with regard to donor and member records by running NCOA process regularly, coordinating hygiene process to include the removal of duplicate records.
- Maintain records related to donor and prospect engagement through staff and volunteers associated with fundraising activities.
- Provide support for FCMoD Board of Directors through note taking at regular meetings, maintaining data, coordinating onboarding process, and assisting with communications.

#### **KNOWLEDGE, SKILLS, & ABILITIES**

- Excellent communication skills, both written and verbal.
- Ability to manage projects effectively.
- Knowledge of the basic principles and concepts related to fundraising.
- Ability to adapt to a changing environment.
- Ability to respond quickly and effectively to the needs of the FCMoD Resource Development Department, donors, and members.
- Excellent customer service skills.
- Excellent computer skills. Experience with Altru software a plus.
- Strong strategic planning and organizational skills.
- Represent the Museum in a professional and positive manner at all times.

#### **EDUCATION & EXPERIENCE**

Bachelor's degree in Business Administration, Marketing or related field from an accredited college or university; three to six years related experience in a supervisory capacity including budget and financial management, or equivalent combination of education and experience.

#### **LANGUAGE SKILLS**

Ability to effectively and concisely present information and respond to questions from the general public and co-workers. Ability to write reports, business correspondence, and procedural guidelines.

### **SUPERVISORY RESPONSIBILITIES**

This position may coordinate staff schedules, task assignments and supervise volunteers and interns from time to time.

### **VALUES-BASED BEHAVIORS**

- Listens attentively to others. Asks clarifying questions to gain a better understanding of the other person's views and assumptions.
- Works effectively in a team environment and actively participates in joint problem solving; willingly cooperates with co-workers.
- Identifies and takes advantage of opportunities for personal and professional development.
- Comes to meetings prepared and on time; honors work commitments; follows through on commitments; meets deadlines.
- Collaborates with other work groups and outside organizations as appropriate, in a proactive and responsive manner.
- Honors the private and confidential matters of co-workers. Protects the proprietary and confidential information of FCMoD.
- Follows rules, regulations, and policies. Positively contributes to implementing changes.

### **PHYSICAL DEMANDS**

While performing the duties of this job, employee is regularly required to stand, walk, and sit; extended periods of walking and moderate physical activity required. Use hands to feel and manipulate tools and materials, and reach with hands and arms. Employee must frequently lift and/or move up to 50 pounds. FCMoD adheres to requirements set forth by the Americans with Disabilities Act (ADA).

### **CERTIFICATES, LICENSES, & REGISTRATIONS**

A valid Colorado driver's license is required.



FCMoD, Nonprofit Partner  
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Fort Collins, CO 80524  
970.221.6738  
[www.fcmod.org](http://www.fcmod.org)

**APPLICATION PROCESS**

Submit electronic cover letter, resume, and three professional references to: Michael Allison, [mallison@fcmod.org](mailto:mallison@fcmod.org). Applications will be reviewed and selected candidates will be interviewed. Additional analysis may be conducted. Hiring is conditional upon a successful background check; additionally, a drug screening may be required.

**FOR OFFICE USE UPON HIRE**

I have reviewed and understand the essential functions of this job description and am able to perform each function with / without (circle one) accommodation. I further acknowledge that this job description is a general description of the duties of this position and changes in responsibilities may be required periodically by my supervisor.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date