



### **Marketing & Development Coordinator**

Canterbury Shaker Village

Canterbury, NH

Full-time

Canterbury Shaker Village seeks a **Marketing & Development Coordinator** to support and assist the Executive Director and the Development Committee to manage the donor database, marketing communications, and the facility rental program.

#### **Responsibilities:**

- Development
  - Using Past Perfect database, record and acknowledge all donor gifts in a timely and accurate manner
  - Prepare lists for annual fund mailings, special fund appeals and assist with on-line appeals
  - Track in-kind gifts for annual auction and assist in the auction event
  - Assist with sponsor communication, tracking, and benefits
  - Prepare weekly gift reports for the development committee
  - Prepare other reports from database as needed
  - Research donor giving to assist with targeted appeals
  - Prepare annual donor, sponsor, and other giving lists for Annual Report
- Membership
  - Process new and renewal memberships
  - Prepare mailings for membership renewals and follow up on lapsed members
  - Work with museum store to promote membership to all visitors
- Facilities Rentals
  - Respond to inquiries and coordinate on-site meetings with potential renters
  - Prepare and administer contracts for rentals and coordinate payments
  - Ensure rental rooms are prepared before renters arrive
  - Provide site supervision of rentals or arrange other staffing when necessary
  - Communicate with other staff members as needed regarding rental calendar and preparation needed
  - Coordinate with the wedding planner
- Marketing

- Assist with preparing in-house marketing pieces for development, rental, and membership needs
  - Social media images/posts
  - Constant Contact emails
  - Flyers
  - Membership signs
  - Informational sheets
- Research and help facilitate advertising opportunities for rentals

Requirements:

- We seek a friendly team player eager to learn and contribute, take on new challenges, and willing to adapt to the evolving needs of this thriving organization. The ideal candidate will be highly organized, detail-oriented, and will exhibit excellent written and verbal communication skills.
- Bachelor's degree and 2-3 years of related experience required.
- Experience with PastPerfect Museum Software or other donor database management strongly desired.
- Familiarity with Constant Contact or other email marketing software and social media platforms preferred.
- Proficiency with Microsoft Office suite a plus.

To Apply:

Applications will be accepted until the position is filled. Please submit a cover letter and resume detailing your interest and qualifications to [Inolan@shakers.org](mailto:Inolan@shakers.org) with the subject line "Marketing & Development Coordinator Application." No calls, please.

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