



The Bryan Museum

Development & Membership Associate

Organization: The Bryan Museum

Location: Galveston, TX

Job Description

The Bryan Museum seeks an energetic, organized, and self-motivated Development Associate to cultivate relationships and manage the donor and membership systems. This full-time position reports directly to the Development Director and Membership Director and supports all aspects of the museum's donor and membership programs including prospect identification, acquisition and stewardship, special campaigns, representation at donor and member events and manages the Raiser's Edge database. The ideal candidate will have experience communicating with donors, previous experience with CRM systems and strong written and communication skills. Some weekend and evening hours are required.

The Bryan Museum opened in June 2015 in what was formerly the Galveston Orphans Home, built in 1895, survived the Storm of 1900, and remained an orphanage until the 1980s. Today, the Museum is home to one of the world's largest collection of artifacts, documents, maps, and works of art relating to the history of Texas and the American West. The Bryan Museum is a non-profit 501c(3).

Responsibilities:

- Process contributions and maintain the constituent database.
- Run bi-weekly reports as well as monthly reports, run queries, and create mailing lists as needed.
- Responsible for implementing donor acknowledgement and receipting process in a timely manner.
- Answer questions, provide research, fulfill website requests, and manage any specific needs of constituents.
- Work with Director of Development and Special Events Manager to plan and implement special events and activities for major donors, Old 300 members, and prospects.
- Work with the Director of Development to identify and implement donor cultivation opportunities.
- Work with Director of Development to create, write, and produce all printed promotional materials and help organize the annual fundraising plan.
- Assist with donor solicitations.

Membership Responsibilities

- Assist with implementation of all aspects of the Museum's Membership program including on-site sales, retention program, new acquisitions, benefits fulfillment and upgrade appeals.
- Encourage community collaborations to increase membership.



- Help draft and edit copy for membership appeals, member programming and other membership related outreach materials.
- Maintain membership data through the Museum's Raiser's Edge database
- Process all new memberships.

Qualifications:

- Bachelor's Degree
- Two years of experience in nonprofit marketing and/or fundraising
- Flexible schedule including weekends and/or occasional nights is required.
- Background check required.

Preferred Skills:

- Working knowledge of database programs, Raiser's Edge experience preferred
- Self-motivated and has ability to efficiently prioritize when working on multiple projects at-once, to ensure key tasks are met as scheduled.
- Comfortable working with the public, board members, museum members and donors on the phone and/or in person
- Is a critical thinker and creative problem-solver.
- Excellent verbal, written communication and organizational skills
- Microsoft Office skills
- Self-starter who takes initiative and ownership of projects
- Knowledge or appreciation for museums

Job Type: Full-time

Pay: Salary Range \$40K to \$50K

Benefits:

- 401(k)
- Health insurance
- Dental insurance
- Vision insurance

Schedule:

- Monday to Friday
- Some Weekends

Company's website: <https://thebryanmuseum.org/>

Work Remotely: No

To Apply:



The Bryan Museum

Interested candidates should send cover letter and resume to Rebecca at:
info@thebryanmuseum.org

The Bryan Museum is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.