

**Membership, Marketing and Communications Coordinator**

**The Museum Trustee Association (MTA) seeks a highly organized and motivated individual to provide leadership and execution for the organizations Membership, Marketing and Communications objectives. This position will lead, develop and implement a continuous membership strategy including cultivating, marketing and improve and develop member services and benefits. Additionally, the incumbent will**

**Responsibilities:**

Team driver for all efforts in membership cultivation and stewardship, managing accurate donor/membership records electronically and in hard files, providing communications, and serving as the central contact for current and prospective members. Communicate the value and benefits of membership across all communication channels and spearhead efforts that focus on membership recruitment and retention.

Team driver on all marketing efforts of MTA, including membership, forum and Meet-UP! attendance and general outreach. Will attend all Meet-UP! and Forum events held by MTA as well as other industry conferences as needed.

Team driver, collaborator and content developer on all electronic media and website efforts.

Creates and manages content for monthly Constant Contact- based email newsletters and other email announcements in collaboration with CEO and other staff members.

Part of the team that supports MTA templates sales and website usage.

Attends Association events and industry conferences as needed. Requires some night and weekend travel (20%)

Handling other duties as assigned and necessary in a timely and professional manner.

**Competencies:**

Familiarity and interest in the museum community

Proactive and efficacious when working independently

Attention to detail and organizational capacity

Ability to maintain confidentiality

Financial aptitude

Looking for an outgoing person with the ability to start conversations with strangers as well as hold discussions with Trustees, Directors, and high-level staff at museums.

**Preferred Qualifications:**

Previous experience in membership, fundraising, marketing or communications experience

Strong written and verbal communication skills

Ability to prioritize and organize multiple projects, anticipate needs, meet deadlines, problem-solve, and multi-task.

Exceptionally strong interpersonal and communication skills, written and spoken

Demonstrated ability with software package including Microsoft Office Suite (Word, Excel, PowerPoint).

Position is 40 hours a week, Monday – Friday, 9:00am – 5:00pm with occasional weekend and evening work. Requires some travel (15%) within the US and Canada. Generous vacation, sick and holidays as well as shared cost of health benefits and retirement plan with organizational matching ( after 1 year of employment).

Offices are located in downtown Baltimore within the Maryland History Center with free parking available.

Salary is based on experience $38,000-42,000

Bachelor’s degree in liberal arts or business discipline

*The Museum Trustee Association* is an equal opportunity employer. All applicants will be treated without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, military or veteran status, gender identity, or any other factor protected by law. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this role. Duties, responsibilities, and activities may change at any time with or without notice.  This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and scanners and fax machines.  **The position reports to an ADA compliant office and is principally sedentary, which includes sitting for periods of time in front of a computer at a desk. Needs to be able to lift 50 pounds.**

This is a full-time position. To apply please email a resume, cover letter with three professional references to [anne@museumtrustee.org](mailto:anne@museumtrustee.org). Incomplete applications may not be considered. No phone calls please.