



Capital Campaign Coordinator Springfield Museum of Art

The Springfield Museum of Art is a small, AAM Accredited American museum and an Affiliate of the Smithsonian Institution. The Museum serves a local community of nearly 60,000 Springfield city residents and a larger regional community of over 500,000 people. The Museum recently renewed its focus on art education to better engage the community in relevant ways. This was instrumental in a "turn around" for the Museum and resulted in significant increases in attendance, membership, grants, and contributed revenues. As a result of this success, the Museum is undertaking a Capital Campaign to make much-needed upgrades and repairs to the existing facility. The Museum staff is small in number however formidable in their work together to implement a shared vision for the Museum's role to engage the whole community through partnerships and programs.

We are seeking a candidate with a keen interest in museums, American art, and community engagement to assist the Executive Director in achieving the museum's short and long term Capital Campaign raising goals with specific responsibility for coordinating a comprehensive campaign program, including coordination with campaign fundraising consultants, Benefactor Group. Manage all gift records, related correspondence, gift reporting, and donor acknowledgement to achieve financial goals and to ensure that the Museum's obligations to its donors are fulfilled. In addition, this position will oversee the operations of the Capital Campaign office and manage the scheduling, implementation, and follow-up of all meetings and special events associated with the campaign. This is a two-year position with a possibility of continuation.

RESPONSIBILITIES AND DUTIES:

- Oversee the operations for information, materials, and activities related to the Capital Campaign, including the office and meeting rooms related to campaign activities.
- Maintain all correspondence, reports, meeting information, and other related materials for the Capital Campaign.
- Coordinate the production of all campaign information, materials, and brochures.
- Ensure that all Capital Campaign leadership, committee members, consultants, and the Executive Director are up-to-date and well-informed about the campaign activities and events.
- Serve as the staff liaison between Benefactor Group, the Campaign Committee, and the Board of Trustees by providing up-dates on Campaign activities to the Museum's Board of Trustees as requested by the Board President, Executive Director, Campaign Chairs, or Benefactor Group; respond directly to Trustees' requests for campaign information while keeping Campaign Chairs and Executive Director in the communications loop.
- Plan for, schedule, and make all arrangements for all capital campaign meetings, events and activities
- Prepare regular reports to museum management and the campaign leadership about fundraising results.

- Respond to telephone calls regarding basic donor questions (i.e. meeting dates, address changes, etc.) and appropriately refer other inquiries to the Executive Director and/or Campaign Chairs.
- Maintain inventories and expense records of all campaign supplies.
- Responsible for the operation of the campaign database and the accuracy of donor files, including recommending system improvements and implementing changes to promote efficiency.
- Train and supervise campaign volunteers assisting with office and special event activities; assist with Campaign Committee volunteers as requested.
- Perform other duties as assigned to achieve the mission of the campaign.

REQUIRED COMPETENCIES, KNOWLEDGE, SKILLS & ABILITIES:

- A wide variety of excellent computer skills required; PastPerfect experience preferred and fluency with Microsoft office skills essential.
- Position will require extensive use of mail merge facility, creating master documents using conditional statements and merge program commands.
- Good problem resolution skills required; excellent oral and written communication skills.
- Ability to work well with staff and volunteers; Accuracy and flexibility are necessary.
- Demonstrate an "action and results" approach to tasks and projects; attention to detail; customer/donor focus; comfort with philanthropic community; ethics and integrity.
- Experience managing relationships; exhibit excellent listening skills; identify examples to illustrate skills in organizing, planning, prioritizing, problem solving, decision making, and project and time management.

REQUIREMENTS:

- Education: BA/BS Degree.
- Experience: 3-5 years of development experience, campaign experience preferred

Please send a letter of application, resume, and references by January 23, 2017, to Ann Fortescue at afortescue@springfieldart.net.