

Development and Membership Associate

The Development and Membership Associate is responsible for maintaining The Museum of Russian Art's (TMORA) confidential membership/donor database and works with the Executive Director to plan and implement membership and development programs and campaigns.

TMORA explores the art and culture of Muscovite Russia, the Russian Empire, the Soviet Union, and its former republics. The Museum exhibits and collects art from Armenia, Azerbaijan, Belarus, Estonia, Georgia, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Moldova, Russia, Tajikistan, Turkmenistan, Ukraine, and Uzbekistan. Additionally, TMORA exhibits and collects the work of émigré artists from those countries, with a special emphasis on artists living in Minnesota. TMORA is an active cultural center in south Minneapolis, presenting music, theater, and dance programs, as well as lectures and family programs.

Essential Membership Functions:

- Enter memberships received via mail, online, and from the admissions desk into the database
- Generate and send membership cards and welcome letter
- Generate and mail substantiation letters to donors
- Send monthly renewal letters/email messages for current and recently lapsed members
- Create membership brochures and collateral material, as needed
- Respond to membership inquiries by phone, email, and mail in a timely manner
- Update membership information on the Museum's website, as needed
- Provide updated membership lists to the admissions desk
- Generate lists for the digital donor board display

Essential Development Functions:

- Enter donations received via mail, online, and from the admissions desk into the database
- Generate and mail substantiation letters to donors
- With the Executive Director, develop targeted fundraising efforts
- Update the Donation page on the Museum's website, as needed
- Coordinate GiveMN and other mass electronic fundraising events
- Assist with grant applications
- Assist with donor cultivation and fundraising events

The above description provides the general nature of duties being performed, not an exhaustive list of responsibilities. The museum retains the right to change or assign other duties.

Qualifications:

- Three (3) years of progressively responsible database experience utilizing LGL software, or a similar constituent database, with an equivalent combination of education, training, and experience regarding membership and development processes
- Excellent public speaking, writing, and editing skills
- Ability to maintain excellent working relationships with a diverse range of individuals, including staff, volunteers, community partners, and the public with an emphasis on tact, diplomacy, flexibility, professionalism, and discretion

- Proficiency with basic computer programs and current social media.
- Ability to assess and manage multiple competing priorities and work well under pressure, with excellent time management, as well as organizational and creative problem-solving skills
- Ability to adhere to museum policies and support management decisions in a professional manner.
- Ability to take part in programs outside of normal office hours, including on evenings and weekends.
- Ability to work effectively in a changing environment, including changing work demands, procedures, technology, or priorities.

Diversity, Equity, Access, and Inclusion

TMORA commits to creating environments that are equitable, just, and accessible without discrimination toward a person's race, gender identity, class, sexuality, ethnicity, religion, age, ability, and national origin. Employees at TMORA are expected to contribute to the advancement of equitable, inclusive organizational practices.

Employment Status: Full-time, exempt position, year-round

Regular Hours: Primarily Monday – Friday, 9:00 a.m. – 5:00 p.m. Flexibility of schedule is required to accommodate events and after-hours work including weekend and evening hours.

Compensation: \$40,000.00 plus benefits

Application Instructions

Please submit a cover letter and resume by May 31, 2022 to info@tmora.org with the subject line "Development/Membership." All inquiries and materials will be confidential. Applications will be acknowledged.