

PRATT MUSEUM
HOMER, ALASKA



PRATT
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KACHEMAK BAY, ALASKA

JOB ANNOUNCEMENT

JOB TITLE: Engagement Coordinator (Part-time: 5 hrs/day; 30 hrs/week)

REPORTS TO: Executive Director

APPLICATION DEADLINE: March 30, 2018

HOW TO APPLY: Please send or deliver a completed application with a resume and a letter of interest to the Pratt Museum at 3779 Bartlett Street, Homer, Alaska, 99603. Applications can be picked up at the front desk between 12:00-5:00 PM or found on our website at www.prattmuseum.org/join-the-team/. Please note that a background check will be required for successful applicant.

This position assists the Executive Director in creating and implementing annual Communication and Development Plans, communicating with the Museum membership, boosting marketing efforts, and developing donor relationships. The Engagement Coordinator will also play a key role in events. This position balances front-end engagement with back-end record keeping in efforts to strengthen our relationships with key stakeholders in the Museum's mission.

MAJOR ACTIVITIES:

1. Increase awareness of and spark interest in the Museum's mission by planning and coordinating museum communication and social media efforts; maintain positive relationships with membership, donors, volunteers, and other stakeholders.
2. Coordinate Membership program through regular communications and updates; process membership payments and inform members of their status.
3. Prepare thank-you letters in an engaging and timely manner.
4. Tell visual, oral, text, and multimedia stories that highlight the Museum's mission, activities, and supporters. Responsible for compiling, writing, and sending monthly e-newsletters.
5. Responsible for marketing Museum activities and updating public calendars.
6. Assist the Executive Director and Development Committee with donor development and record-keeping.
7. Maintain donor and member database, accurately input details, compile reports that inform decision making.
8. Coordinate the administrative aspects of the annual fundraiser and other events.
9. Other duties as assigned.

REQUIREMENTS:

Must be willing and able to work evenings and weekends as needed.

Education & Work Experience: Bachelor's degree in a business-, communications-, or nonprofit-related field. Fundraising training highly desirable. More than two years of demonstrated experience in fundraising, marketing, and/or social media communications.

Skills/Abilities: Ability to be flexible, responsible, independent, and team-oriented. Strong organization

skills with accuracy and attention to detail. Exceptional oral/written communication skills, as well as public relations skills. A strong problem-solver who can multi-task and prioritize effectively, meeting deadlines and creatively addressing challenges in a positive manner. Design and software experience for graphic ads, as well as photography and multimedia skills, are a strong plus.