

N E W H A M P S H I R E  
**BOAT MUSEUM**

**Position Title:** Development Administrator  
**Reports to:** Executive Director  
**Status:** Part-time, year-round, 25 hours per week {based on qualifications and experience}  
**Application deadline:** January 31, 2021  
**To apply:** Send resume, cover letter, writing sample and references to [director@nhbm.org](mailto:director@nhbm.org)

**Position Summary**

This position performs a diverse and broad range of duties in the administration of the museum's membership and annual giving programs. The Administrator systemizes and innovates ways to meet developmental goals, as well as proposes, plans and executes as directed, appeals, visitor engagement opportunities, and member events to reach new audiences and engage existing annual supporters throughout the year. The Administrator focuses on turning both individual and business prospects, as well as visitors, into members and subsequently into donors through relationship development and outreach strategies working with the Executive Director.

- Maintains and manages the membership and donor database in an accurate and timely manner.
- Stays current with membership trends in the museum field and spearheads membership drives.
- Processes acknowledgements, renewals, new member packets, Spring and Annual Appeal campaign.
- Provides reports as requested from databases.
- Coordinates volunteer help for member events.
- Writes monthly e-newsletter.
- Serves as Capital Campaign support with Executive Director.

**Qualifications**

Excellent interpersonal, organizational, written and oral communication skills essential. Proven track record in developing and executing strategies to reach and engage target audiences and demonstrated success in working both independently and as a team member to create and implement fundraising strategies. Associates degree in a related field with 3-5 years direct experience or Bachelor's degree with minimum of 3 years of experience in Advancement/Fundraising or a combination of relevant experience and education in Fundraising and Membership. Work schedule includes end of April through end of October staff work from the Museum with weekends and some evening events. November through mid- April work will be mainly remote. This position requires standing, sitting, and climbing stairs to the office (the museum is a historic building with no lift or elevator). There will be times when staff will need to assist with moving exhibit displays or artifacts, or set-up for events, inside and out. Must be able to lift at least 30 lbs floor to waist.