



## JOB DESCRIPTION

### DEVELOPMENT AND MEMBERSHIP DIRECTOR

**Department:** Jewish Museum Milwaukee (JMM)

**Reports to:** JMM Executive Director

**FLSA Status:** Exempt

**Work Status:** Full time

**Salary Range:** starting at \$65,000

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The Jewish Museum Milwaukee (JMM), located on the bluffs overlooking Lake Michigan in the vibrant and diverse Lower Eastside of Milwaukee and steps from the dynamic downtown, has an opening for an experienced, strategic, and energetic Development and Membership Director. The Museum is dedicated to preserving and presenting the history of the Jews of southeastern Wisconsin and celebrating the continuum of Jewish heritage and culture. The history of American Jews is rooted in thousands of years of searching for freedom and equality. We are committed to sharing this story and the life lessons it brings, to building bridges to diverse communities with shared histories, and to using Jewish history, art, culture, and values to explore contemporary issues of importance.

The Jewish Museum Milwaukee is committed to programs, partnerships, and exhibits that explore social justice issues and contemporary issues as evidenced by the 2023 Unity Award given by Milwaukee Magazine and the 2023 Community Arts Impact Award given by Arts@Large.

The Museum has a permanent exhibit, three special exhibits per year, 40+ exhibit-related programs annually, two ongoing virtual series, two traveling exhibits including the award-winning *Stitching History from the Holocaust*, an active archive, and educates over 3000 school children per year.

#### **Summary/Objective**

The Development and Membership Director sets the strategy, plans, and implements membership, corporate, tribute, stewardship, and annual giving programs. As a member of the collaborative JMM team, the Development and Membership Director brings knowledge of their field to the table when analyzing programming and marketing opportunities.

#### **Essential Functions**

##### *Membership*

- Leads the Museum's membership development and stewardship efforts. Develops annual membership campaigns for new, returning, and lapsed members.
- Acts as liaison to the JMM Membership Committee.
- With the Executive Director, develops and executes the membership marketing plan.

- Maintains membership database. Develops meaningful and useful reports to track memberships, retention, promotional analysis, donor giving, and profiles.
- Develops and coordinates lively and engaging membership and donor events.
- Oversee membership mailings and fulfillment.

#### *Annual Giving Campaign and Tributes*

- With the Executive Director, designs, coordinates, and stewards the annual giving campaign at year-end, including Giving Tuesday.
- Oversees and stewards the Museum tribute and memorial program, including an annual tribute campaign.

#### *Corporate Partnerships*

- Works with the Executive Director and Development Committee to develop, implement and steward a corporate business strategy that supports the Museum through financial support, volunteer opportunities, in-kind contributions, and other strategic partnerships.
- Develops strategy and timeline for corporate relationship development, solicitation, and implementation. Builds the pipeline for corporate support by identifying, researching, and engaging local, regional, and national organizations.
- With the Executive Director, identifies and builds personal relationships with our primary contacts for each organization.

#### *Team*

- Co-manage the Customer Service Membership Coordinator and oversee development interns.
- Staff virtual programs, in-house public programs and events, and Sunday Museum hours on a rotational basis.

#### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Required Education and Experience**

- Bachelor's Degree required, master's degree preferred in nonprofit administration, marketing, communications, or related field
- 3-5 years related nonprofit experience in membership and development, preferably in an arts and culture organization.
- Proven track record of successful membership and donor campaigns. Knowledgeable of traditional and contemporary marketing channels and creative approaches to engage donors and members.
- Experience working with mail houses, printers, and graphic designers.

#### **Required Skills/Abilities**

- Excellent verbal and written communication skills with the ability to interact and integrate with a variety of people and develop positive relationships.
- Strong organizational skills, self-motivation, and attention to detail.

- Knowledgeable about social media platforms. Ability to post fundraising-related content including images and videos.
- Working knowledge of Microsoft Office/Office 365 (Word, Excel, Outlook, PowerPoint).
- Proficiency with CRM databases and data analysis.

### **Supervisory Responsibility**

- This role will co-supervise the Customer Service Membership Coordinator and oversee development interns.

### **Hours and Benefits**

Typical office hours are Monday-Thursday, 8 am-5 pm, and Friday, 8 am-3 pm. This work is majority in-person, with remote option available 1-2 days per week. Periodic evening and Sunday hours and occasional attendance at offsite meetings and events will be required.

This position is eligible for 15 vacation days and 7 personal days annually. In addition, JMM observes federal holidays as well as Jewish holidays that prohibit work, typically adding between 11 -17 additional paid days off annually depending on the Hebrew calendar. Other benefits include medical, dental and vision insurance, paid parental leave, health savings and flexible spending accounts, short- and long-term disability, life insurance, and 401K plan.

### **Work Environment and Physical Demands**

This job operates in a professional environment with pleasant working conditions, good lighting and ventilation and moderate noise level.

This role requires the ability to maintain a stationary sitting position for extended periods of time. There will be frequent computer usage which will require arm and hand dexterity as well as all vision abilities to be successful. Must be able to lift and/or move up to 15-20 pounds, usually waist high.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required to perform the job. Duties, responsibilities and activities may change at any time with or without notice.

### **Equal Employment Opportunity (EEO)**

The Jewish Museum Milwaukee and Milwaukee Jewish Federation provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.

### **To Apply**

To be considered for this position, please send a cover letter and resume to [HR@milwaukeejewish.org](mailto:HR@milwaukeejewish.org).