

Human Resources

JOB OPENING 2010

September 1,

POSITION TITLE: ASSITANT, SOCIETY OF FELLOWS

[CLICK HERE TO APPLY](#)

REPORTS TO: DEVELOPMENT MANAGER, SOCIETY OF FELLOWS

STATUS:

Part-time, temporary (one year) non-exempt assignment; 35 hours weekly, 9 AM to 5 PM

JOB RESPONSIBILITIES:

The Assistant, Society of Fellows provides support for the planning and implementation of membership, recruitment and stewardship events for the Society of Fellows membership program that are central in meeting annual revenue goals. The incumbent will also work closely with other Development Managers assist in the coordination of Friends of Art and Society of Fellows member preview events. They serve as liaison to the Society of Fellows Program Committee under the direction of the Development Manager, Society of Fellows.

Other duties as assigned may include:

- Membership Development including:
 - Producing membership marketing materials and letters to prospective members.
- Annual Fund development by coordinating Annual Fund appeals with membership renewals and assisting in the stewardship of SOF members
- Process and systems development including the data entry and tracking, and maintenance of member information in the Raiser's Edge database
- Maintaining and creating program calendars and mailing to members

JOB REQUIREMENTS:

- High school diploma or GED required with demonstrated reading and writing proficiency in English. College graduate preferred
- Strong organizational, time management, and teamwork skills
- Previous experience with event planning

- Excellent communication skills including oral and written.
- Flexibility to work evenings and weekends as events/programs demand
- Intermediate to advanced proficiency with donor-based data systems, Microsoft Office products including Word, Excel, and PowerPoint.

TO APPLY: Apply via the Nelson-Atkins Museum online application process **ONLY** at www.nelson-atkins.org. Click on Careers then the job for which you are applying.

INTERNAL APPLICANTS:

Internal candidates will receive first consideration if they meet the minimum requirements.

Apply online as directed above.

ALL APPLICANTS

All applications are accepted online only, and applicants will receive an email confirming receipt of their application.

We strongly encourage you to specifically address how you meet the requirements of this position and draw parallels or similarities to responsibilities and experience you possess. You may include this information in the online cover letter.

The Nelson-Atkins Museum of Art is an equal opportunity employer committed to a diverse workforce.

The Nelson-Atkins Museum of Art conducts post-offer drug screens.