



THE RALPH C. WILSON, JR.
CHILDREN'S MUSEUM

Job Description:

Advancement Coordinator

Position reports to: Director of Institutional Advancement

POSITION SUMMARY:

The Advancement Coordinator will work with advancement department members to successfully implement objectives as outlined in the strategic plan. Responsibilities include serving as the point of contact for professional services and rentals hosted at the museum, planning and executing events at the museum, and providing administrative support for department functions.

Explore & More - The Ralph C. Wilson, Jr. Children's Museum has a mission to provide best-in-class play experiences where all children, families and the community can explore, learn, and develop together. Explore & More fosters and supports its commitment to equity, diversity, and inclusion.

PRIMARY RESPONSIBILITIES:

- Manage the intake of inquiries regarding hosting professional services and rentals at the museum as well as the intake of new business leads for the advancement department
- Oversee the museum rental and professional service bookings process, including prospect vetting and tracking, proposal development, contract execution, event management, and event follow-up
- Support the planning and execution of events at the museum by coordinating event logistics
- Provide administrative support for advancement department functions including but not limited to donor relations, fundraising campaigns, grant management, database management, committee management, and prospect management
- Maintain quality service by establishing and enforcing organizational standards while building meaningful relationships
- Enhance professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal

networks, benchmarking state-of-the-art practices, and participating in professional societies

- Work collaboratively with the advancement team to achieve departmental goals and objectives
- Performs related duties as assigned

Minimum Qualifications

- Associate Degree or Bachelor's Degree (preferred) in marketing, public relations, communications, business or related field
- Minimum three years of event management, communications, community relations, or related experience
- Strong analytic skills with CRM tool experience preferred
- Strong interpersonal skills with the ability to work cooperatively with individuals inside and outside the organization as well as strong communication skills
- Strong project management skills with ability to produce high quality work in a fast-paced, collaborative team environment while meeting deadlines
- Ability to work flexible schedule including nights and weekends as needed

Resumes may be submitted to JoAnna Jacob at jjacob@exploreandmore.org.