

Donor Relations Specialist

New Bedford Fishing Heritage Center (FHC) is a small museum telling a big story. Located in historic downtown New Bedford, the Center preserves and presents the story of New Bedford's commercial fishing industry through exhibits, an archive, and a robust slate of programs. FHC seeks a part-time Donor Relations Specialist to support its fundraising efforts and manage its donor database. The ideal candidate is detail oriented, friendly, and enjoys working with people of all ages and from all walks of life. The Donor Relations Specialist works approximately 20 hours per week with a flexible schedule and options for some of the work to be done remotely. They will be required to work occasional evening and weekend hours and will report to the Executive Director.

Responsibilities:

Donor Relations (60%)

- Manage Donor/Membership programs (including forms, cards, passes and collaborations with CAMM and other organizations)
- Maintain donor database and corresponding paper files (for all contributed income including sponsorships, donations, and memberships)
- Track incoming donations and ensure timely, considerate acknowledgements
- Update donor/sponsor pages on FHC website
- Run donor reports
- Support Executive Director with prospect research and donor/member communication including mailings (event invitations, member renewals, thank you letters, newsletters)
- Lead transition to new CRM

Events (35%)

- Assist staff and Development Committee in planning and executing fundraising and donor cultivation/appreciation events (including event logistics and fundraising auction)
- Attend monthly Development Committee meetings
- Manage online ticket sales for fundraising events and some programs

Other (5%)

- Attend weekly staff meetings
- Other duties as assigned

Qualifications:

- At least 3 years of pertinent experience, preferably in a nonprofit setting
- Must have excellent interpersonal, written and verbal communication skills
- Must be well organized, detail oriented, flexible, and energetic
- Must be able to multi-task and prioritize in a dynamic work environment
- Experience with Nonprofit CRMs and Microsoft Office Suite required; familiarity with Eventbrite, PastPerfect, QuickBooks Online, WordPress, and Square Point of Sale a plus
- Must be comfortable working in a small office environment with minimal privacy
- Familiarity with New Bedford and the fishing industry a plus

Benefits:

- The opportunity to work with passionate, creative people
- Paid Time Off
- Professional development opportunities

Compensation:

\$20-24/hour commensurate with experience

To Apply:

Please submit cover letter, resume, and 3 references to:

Laura Orleans, Executive Director
director@fishingheritagecenter.org

Applications will be accepted until the position is filled.