Giving & Membership Manager

Coos History Museum | Coos Bay, Oregon
Reports to: Executive Director
Compensation: $50,000 annually
Status: Full-time [exempt]; approximately 35–40 hours per week
Schedule: Monday - Friday, with some evenings and weekends required for events

Position Summary

The Giving & Membership Manager builds relationships with members, donors, businesses, and the community to grow financial support for the museum through grants, gifts, sponsorships, memberships, and facility rentals. This position requires an outgoing, personable professional who takes initiative, connects with people, and confidently asks for support. Working closely with the Executive Director and staff, the manager combines strong writing and organizational skills with active outreach and community engagement.

Primary Responsibilities

Membership

- Recruit new members and build relationships that encourage renewals and continued involvement.
- Manage membership communications, records, and benefits.
- Coordinate membership promotion with visitor services staff.
- Track membership growth and retention.

Grants & Sponsorships

- Research funding opportunities aligned with museum priorities.
- Write and submit grant proposals, letters of inquiry, budgets, and reports in collaboration with staff.
- Track grant deadlines, award requirements, and funder communications.
- Build relationships with prospective sponsors, prepare proposals, and secure sponsorships.
- Manage sponsor commitments, recognition, and benefits.

Fundraising & Donor Relations

- Identify prospective donors, cultivate relationships, and solicit gifts.
- Coordinate fundraising campaigns, including mailings, email appeals, and outreach.
- Support fundraising events through donor outreach, event assistance, and coordination with staff.
- Maintain confidential donor records and coordinate timely acknowledgments, recognition, and follow-up.
- Prepare fundraising reports and reconcile giving records with the bookkeeper.

Facility Rentals & Community Engagement

- Promote rental spaces and manage inquiries, site visits, bookings, and documentation.
- Coordinate member and community events that introduce people to the museum and deepen their involvement.
- Maintain the department calendar and coordinate staffing, setup, and billing information with staff.
- Assist with setup, event coverage, and closing as needed.

Qualifications

- Relevant bachelor's degree.
- At least two years of relevant development experience, including both fundraising and grant writing.
- Demonstrated success securing grants and generating support through fundraising campaigns, donor solicitations, or sponsorships.
- Outgoing, personable approach and confidence initiating conversations, building relationships, and asking for financial support.
- Strong writing, editing, presentation, and communication skills.
- Excellent organization, attention to detail, and ability to manage deadlines.
- Proficiency with spreadsheets, office software, and databases.
- Experience in marketing, basic graphic design, and social media content creation.
- Proficiency with Canva or similar design software.
- Ability to work independently, take initiative, and collaborate with a small team.
- Sound judgment and discretion with confidential information.
- Experience with museums or community-based nonprofits preferred.
- Experience managing memberships or donor databases preferred.
- Availability to meet on-site requirements and work occasional evenings and weekends.

Benefits: 12 days of paid time off annually, up to 10 paid holidays per year, medical plan expense reimbursement stipend, museum membership, and a museum store discount.

Work Location: On-site during the six-month probationary period. After successful completion, a hybrid schedule may be considered based on performance and museum needs, requiring at least two on-site days per week and additional attendance for meetings, rentals, and events.

How to Apply

Email a résumé, cover letter, and contact information for at least two professional references to employment@cooshistory.org.

Please use the job title as the email subject line [Giving and Membership Manager].

Describe your fundraising and grant writing experience and results in your cover letter.