Events & Donor Relations Manager

ORGANIZATION BACKGROUND:
The Maria Mitchell Association (MMA) was founded in 1902 to preserve the legacy of Nantucket native astronomer, naturalist, librarian, and educator, Maria Mitchell. After she discovered a comet in 1847, Mitchell’s international fame led to many achievements and awards, including an appointment as the first American professor of astronomy at Vassar College. Maria Mitchell believed in “learning by doing” and today that philosophy is reflected in the MMA’s mission statement, programs, research projects, and other activities.

The Maria Mitchell Association creates opportunities for all to develop a life-long passion for science through education, research, and first-hand exploration of the sky, land, and sea of Nantucket Island.

The Events & Donor Relations Manager will play a key role in achieving excellent service and successful growth within a dynamic development office. This position reports directly to the Director of Advancement.

PRIMARY FUNCTION:
The position is integral to the Development Team. The Events & Donor Relations Manager will assist with all aspects of the MMA’s special events with the goal of increasing brand awareness and visibility while cultivating donors. This position is also responsible for exceptional communications and customer service relating to MMA donors.

SPECIFIC RESPONSIBILITIES:

- Support Development Office, execute successful cultivation and stewardship events, increasing brand awareness and mission support, manage Development Office research and data entry, nurture existing donor relations and help cultivate new supporters.

EVENTS:

- Work with the Director of Advancement to produce events in line with the approved budget
- Execute the MMA’s Communications Plan and collaborate with MMA Marketing Manager to design corresponding collateral (print or emailed)
- Manage event pages on MMA website
- Create and manage event invite lists
- Manage event-related mailings such as invitations and sponsorship opportunities
- Run set-up and breakdown of development events, serving as on-site manager
- Work with outside vendors before and after the event
- Coordinate, produce, and order standard event needs such as nametags, guest lists, swag, thank you gifts, etc.
- Manage auction (packages, presentation, and communications)
- Collaborate with Marketing Manager to create auction collateral
- Assist with solicitation and stewardship of event sponsors
- Manage Events Committee communications, meeting schedule, and minutes
- Assist with post-event stewardship plan, including thank you notes, gifts, emails, etc.
DONOR RELATIONS:

- Assist with all aspects of MMA fundraising campaigns from solicitation to stewardship
- Collaborate on Membership program, including communications, benefits, and Member-Only events
- Generate mailing lists as requested for invitations, appeals, and donor communications
- Manage donor information (address updates) in CRM database
- Enter data and produce timely gift acknowledgement letters in CRM database
- Run donor and member reports as requested
- Monitor Membership renewal rates and target lapsing members
- Work with the Director of Advancement to monitor budget
- Help educate MMA staff and interns about the benefits and importance of the Membership program, aiming to increase sales and generate awareness
- Oversee Membership renewal campaigns via mail and email
- Assist with prospecting and donor research
- Communicate with the Development Committee to schedule meetings, send reminders, take/circulate meeting minutes

QUALIFICATIONS:

- Team-oriented and outgoing nature
- Excellent customer service skills
- Ability to interact effectively with visitors, donors, volunteers and program staff
- Superb writing and oral communication skills
- Must be able to establish priorities and manage multiple projects in a high-energy, fast-paced, deadline-driven organization, and be flexible when priorities shift
- Results-oriented and meticulous, highly attentive to details in all aspects of work
- Ability to set and hold very high standards and rigorous work ethic
- A deep appreciation and passion for the mission of the Maria Mitchell Association
- Adept with computer software, especially Microsoft Office and Blackbaud products
- Development support experience a plus

EDUCATION AND EXPERIENCE:

- A minimum of 2+ years’ experience preferably at a non-profit organization
- Minimum Bachelor’s degree; Science degree preferred
- Preferred Technology Skills: Blackbaud, Outlook, Adobe Suite, Microsoft
- Customer service experience
- Experience working in a dynamic environment

Competitive salary and benefits package.

The Maria Mitchell Association is proud to be an Equal Opportunity Employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. All employment is decided on the basis of qualifications, merit, and business need.