

THE NEVILLE PUBLIC MUSEUM FOUNDATION, INC.

Job Description

POSITION TITLE: Development & Events Coordinator

REPORTS TO: Foundation Executive Director

BROAD FUNCTIONS: Coordinate Foundation events. Oversee Museum Gift Shop operations. Assist with the Neville Membership program. Functions as marketing manager for the Foundation. Does updates to website and social media sites. Generate press releases, *Musepaper*, e-newsletter, posters, and marketing materials.

RELATIONSHIPS: Reports operationally and administratively to Foundation Executive Director. Coordinates with the Foundation Office Manager, Museum Director, and Museum Staff.

RESPONSIBILITIES:

FUNDRAISING & STEWARDSHIP:

- Develop content, create layout, work with external print shop to develop and distribute the Neville's bi-annual *Musepaper*
- Create Spring and Year End appeals with Foundation Director input and send to external print shop
- Create Annual Report with Foundation Director input and send to external print shop
- Create and print all donor appreciation posters for exhibits and programs
- Coordinate printing and installation of quarterly donor appreciation Building Banners
- Quarterly and annual updates to donor wall (Annual Fund, Neville Society, Lego Lambeau, 10+ Volunteers)

EVENTS:

- Organize, schedule, implement and oversee fundraising events and other Foundation projects with input from the Foundation Director and committees (including booking presenters and entertainment, room layouts, taking reservations, ordering and picking up food, tablecloths, etc.)
 - Annual Social Event "*A Night at the Museum*" in December, Tuesday
 - Dinner Programs (approximately 8 per year), Thursdays
 - Exhibit Opening Receptions (approximately 4 per year), Thursdays
 - Children Only Shop (approximately 8-10 per year)
 - Annual Volunteer Appreciation Dinner in April, during week
- Help recruit & renew event sponsors, table sponsors and silent auction items
- Recruit, train, coordinate, and schedule event volunteers
- Create postcards for receptions and send to external print shop
- Create event invites, brochures, sponsorship packets, etc.

GIFT SHOP:

- Recruit, train, coordinate, schedule and supervise Gift Shop volunteers and weekend staff
- Become proficient with POS system in Gift Shop
- Meet with sales reps and consignment artists
- Order merchandise and supplies and enter merchandise in POS system
- Coordinate Gift Shop marketing efforts
- Assist Office Manager with annual physical inventory
- Fill in when needed to run cash register

MEMBERSHIP:

- Train front desk staff to sell memberships
- Create, run and track internal membership contests and external membership offers
- Create and track annual lapsed membership mailing

VOLUNTEERS:

- Recruit, train, coordinate, and schedule all Foundation volunteers (Events, Children Only Shop, Gift Shop, Mailings, etc.)
- Enter Gift Shop, Event and Children Only Shop volunteers into Altru
- Enter volunteer hours into Altru for Gift Shop, Event and Children Only Shop Volunteers

MANAGEMENT OF THE BRAND:

- Foundation updates for the Neville Public Museum website and social media sites (e.g. Facebook, Instagram, Blog and YouTube)
- Foundation updates for the Museum lobby monitor (events, membership, donations, etc.)
- Create Foundation focused e-newsletter *N'Touch* and update emails in Constant Contact
- Help maintain media database
- Help generate and distribute press releases with Foundation and Museum Director's input
- Help update event and/or media websites - Portal Wisconsin, CVB, others as needed
- Help submit events for various publications - Fox Cities, On Broadway, Downtown Green Bay Inc., others as needed
- Mail or deliver brochures, posters, rack cards to Discover Green Bay, visitor centers, and other locations
- Help create monthly marketing calendar with Foundation and Museum Director's input
- Maintain Foundation poster and brochure distribution in building (Welcome Center, etc.)
- Help coordinate marketing of Foundation events, membership, Gift Shop, exhibits and programs

OTHER:

- Help with administrative mailings if needed, take bulk mailings to Post Office
- Open mail for Office Manager and enter in Mail Log
- Enter layouts for Foundation events and meetings in to County Outlook System
- Help develop annual Gift Shop, Membership and Event Budgets
- Provides relevant reports to Foundation Director, Board of Directors and sub-committees
- Perform other duties or tasks as assigned by Foundation Executive Director or their designee

MINIMUM QUALIFICATIONS:

- Degree from an accredited university or technical college required
- Minimum 2-3 years prior experience in a related field (e.g. fundraising, event planning, marketing, retail, graphic design, corporate and business-to-business sales and/or non-profit experience)
- Excellent interpersonal and communication skills to include: verbal, written, presentation, facilitation and negotiation
- Good organizational and project management skills
- Ability to handle issues, troubleshoot problems and maintain poise under pressure
- Proven proficiency with web-based programming, on-line software applications and content management tools
- Proven proficiency with managing content flow and public interactions with Facebook and other social media sites
- Proficient with MS Office software (Word, Excel, Publisher, PowerPoint, etc.) and other software applications with ability to learn new technologies and systems
- Knowledge of Altru and/or donor management software a plus
- Highly organized, detail oriented, self-motivated and able to handle multiple projects simultaneously
- An enthusiastic, professional demeanor and positive, can-do attitude with desire to provide excellent customer service
- Preference will be given to candidates who reside within Brown County
- Valid driver's license and transportation required
- Ability to lift 25-30 pounds regularly

JOB TYPE:

This is a full-time position that requires periodic evening and weekend work. We offer a competitive compensation (range \$45,000 - \$55,000 annually) and benefits package (i.e., insurance, retirement match).

TO APPLY:

Please send or email your resume, cover letter and salary requirements to:

Neville Public Museum Foundation

Attn: Kasha Huntowski

PO Box 325

Green Bay, WI 54305

Kasha.Huntowski@browncountywi.gov

Priority consideration will be given to applicants received by November 7, 2025. However, the position will remain open until filled.