

Phoenix Art Museum is looking for a **Circles Coordinator** to coordinate and oversee stewardship and cultivation events, and upgrade campaigns for the *Circles of Support* membership program.

Job Duties Include:

1. Develop, coordinate, and oversee the execution of *Circles of Support* membership events.
2. Work closely with Marketing for the development and design of invitations and other *Circles of Support* marketing collateral.
3. Work closely with vendors, caterers, ArTenders, florists, musicians, and printers and Museum security staff related to the coordination of *Circles of Support* events.
4. Coordinate and manage volunteers to assist with *Circles of Support* events.
5. Serve as staff liaison to the Circles Advisory Committee relating to membership events and activities.
6. Coordinate and oversee upgrade campaigns focusing on memberships in the range of \$750 to \$1500.
7. Facilitate and oversee email campaigns for the *Circles of Support* membership.
8. Assist the Circles Relations Officer to develop strategies for donor renewal and upgrading, and coordinate efforts to communicate with previous donors who have not contributed in the current fiscal year.
9. Conduct prospect research using electronic resources and data mining tools.
10. Develop and maintain standard letter templates, which include renewals and donor acknowledgements.
11. Manage and coordinate all membership mailings including renewals, upgrade requests, and invitations.

Minimum Qualifications:

1. Bachelor's degree in art administration, business, non-profit management or related field;
2. Minimum of three years proven experience in fundraising and event coordination for a non-profit organization, or similar experience in a for-profit environment.

Knowledge of:

3. Principles and techniques associated with successful fundraising and event development.
4. Raisers Edge or other automated fundraising software.

Skill and ability to:

5. Multitask on several assignments and remain highly organized and detail oriented, with persistent follow-up and an ability to handle shifting priorities with limited supervision.
6. Work effectively across all departments with proficiency in leadership skills as it relates to coordinating projects and events and meeting deadlines.
7. Communicate efficiently and effectively both verbally and in writing.
8. Work effectively with a wide variety of Museum supporters, visitors, volunteers and staff.
9. Resolve complex problems with skills and diplomacy.

OTHER REQUIREMENTS

1. Provide support and attend evening and weekend *Circles of Support* membership events.
2. Required to sign and comply with Museum's Confidentiality Agreement.

Benefits Include:

- Medical/Dental insurance
- Long term disability insurance
- Vacation, holiday and sick pay
- Flexible spending accounts
- Direct deposit

Submit cover letter, resume and salary history to job code PAM-CIRC:

Email: HR@phxart.org

Fax: (602) 257-2127

Mail: Human Resources Manager
Phoenix Art Museum
1625 N. Central Avenue
Phoenix, AZ 85004-1685

Job Status: full-time, exempt

Pay rate: commensurate with experience. **Please include salary history or pay requirements with cover letter and resume.**

EOE