



Above and Beyond Children's Museum Membership Coordinator			
Salary Minimum:	16	FLSA Status:	Non-Exempt
Salary Maximum:	18	Work Location:	Sheboygan, WI
Shift:	Flexible	Reports To:	Director of Operations
Job Status:	Part-Time, 10-15 hrs	Revision Date:	4/26/2024
Direct Reports:	N/A		

Organization Mission: A special place for children and their families where play and education connect through exploration and discovery

Title: Membership Coordinator

Position Summary: The Membership Coordinator is responsible for maintaining the museum's membership program, administering the museum's corporate sponsorship program, and overseeing gift acknowledgements of corporate

Duties and Responsibilities:

- Create, update, and maintain membership databases
- Provide ongoing communications to members in coordination with Marketing Manager
- Work with the executive director to oversee the corporate sponsorship program (annual mailing, gift acknowledgement, benefit disbursements)
- Provide administrative support to fundraising efforts through the processing and timely acknowledgment of gifts
- Other duties as assigned, including support for the organization's annual fundraiser

Job Qualifications:

- Must have a high school diploma or equivalent
- Prefers 1-2 years' experience in a non-profit organization
- Must have strong organizational and communication skills
- Must be able to collaborate with others (including in person) to proactively develop solutions

Physical Requirements:

- While performing the duties and responsibilities of this position, the employee is regularly required to walk, stand, sit, move from place to place, use hands, and talk or listen. The employee is occasionally asked to lift up to 25 pounds. Specific vision requirements for this position include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee is required to be able to use office equipment.
- The employee works in a children's museum and office with moderate to loud noise.
- An individual in this position must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Please send resume and cover letter to info@abkids.org. Please no phone calls.