

DALLAS _____ HOLOCAUST AND HUMAN RIGHTS _____ MUSEUM

Advancement Coordinator

Department: Advancement
Reports To: Chief Advancement and External Affairs Officer
FLSA Status: Full Time, Non-Exempt

The Dallas Holocaust and Human Rights Museum's Advancement Coordinator position plays a key role in increasing group/non-student tours and assists with an array of day-to-day advancement activities. This position reports directly to the Chief Advancement and External Affairs Officer and will work closely with the Advancement Team and Museum Experience Team.

Job Duties

- Develop and maintain an expansive outreach plan for increased group, non-student tours with a goal of generating 75-100 group tours monthly. Activities will include calling tour groups, travel organizations, retirement facilities, etc. to book group tours
- Track and provide reports on the number of calls and visits on a weekly basis
- Work with Advancement Team on coordinating pre-event and day-of logistics for Museum events
- Help Advancement Team with event setup and registration, as needed
- Staff a membership table at Museum events and be responsible for working with Membership to attain acquisition goals
- Work with Advancement Team on preparing and executing mailers for fundraising campaigns, marketing initiatives, and event invitations
- Provide clerical support for third-party facility rentals and help maintain operational details, client management, and technical / logistical requirements
- Manage and submit Docent and volunteer requests for private donor tours and third-party events
- Support Advancement Team and Museum Experience Team in assigned project-based work.
- Other duties as assigned
- Must be willing to work nights and weekends

The Advancement Coordinator will need to quickly immerse themselves in our Museum's history, mission, and exhibitions to knowledgeably discuss our Museum's offerings to potential visitors and members. The position interfaces directly with the public and must be professional and presentable at all times.

Job Requirements

- BA/BS required
- Minimum two years sales and customer service experience
- Marketing and development experience preferred
- Strong written and oral communication skills
- Knowledge of PatronManager or Salesforce CRM database systems
- Proficiency in Adobe InDesign, Adobe Illustrator, and Adobe Photoshop
- Superior organizational skills, the ability to adapt to a fast-paced environment, and the ability to reprioritize tasks as needed
- Commitment to confidentiality and exercise of discrete behavior when handling sensitive and confidential matters
- Able to work well with team members across different departments
- Excellent judgement and decision-making abilities
- Some travel may be required

Competencies

- Judgment/Decision Making
- Communication – Oral and Written
- Organization/Planning
- Business Literacy
- Customer Service
- Integrity
- Initiative
- Teamwork

The Dallas Holocaust and Human Rights Museum is an equal opportunity employer. We value and strongly encourage a diverse environment.

Applicants, please send cover letter referencing the job title and resume to resume@dhhrm.org.