



JOB TITLE: Advancement & Business Coordinator

REPORTS TO: Programs & Outreach Manager (side line to Controller)

JOB SUMMARY: Provides an exciting opportunity to serve at one of the premier automotive museums in the world. This position supports critical administrative, advancement and financial operations at the Museum. Requires a self-motivated and detail-oriented professional.

DUTIES & RESPONSIBILITIES:

Events & Rentals Bookings (30%):

- Museum Facility Rentals
 - Serve as sales representative for all parties' interested in using the Museum facility.
 - Schedule event rentals and coordinates event scheduling with all appropriate staff members.
- Museum Events
 - Develop and implement Signature museum events in conjunction with Programs & Outreach Manager
 - Assist with programming development and implementation as needed.
- Museum Car Rental
 - Coordinate booking and scheduling of Museum rental car.

Advancement (25%):

- Car Raffle
 - Execute Car Raffle from licensing through raffle drawing to maximize net returns from the promotion.
- Brick Program
 - Promote, sell, and process brick sales for Museum patio.
 - Coordinate engraving and installation of bricks.
- Generate thank you letters, appeals, invitations and other donor communications for a variety of giving programs.
- Manage donor database to support advancement efforts; includes ensuring accurate gift entry, pledge and payment management, and constituent records.

Financial (15%):

- Perform reconciliation of admission and ticket sales.
- Prepare deposits and process accounts payable.
- Scan statements, invoices, deposit slips to streamline accounting system.
- Assist with audits and financial reviews.

Administrative (15%):

- Communicate to the Board of Directors and Board Committees, including organizing Board and Committee meetings, minutes, and board events.
- Maintain corporate records including the minute book and bylaws.
- Prepare and file certain state forms such as vehicle registrations, lottery licenses, event licenses and entity reports.
- Manage a variety of special projects.

Office Management (10%):

- Monitor office supplies and order office supplies for Museum staff. Assist with the ordering of other departmental supplies.
- Responsible for office equipment and any contracts related to office equipment including credit card machines, postage machine and copiers.

Other (5%):

- Any and all other duties as assigned by the Programs & Outreach Manager or Executive Director.

Job Requirements:

- Strong administrative skills, 2-3 years' office experience; nonprofit setting a plus
- Advanced organizational skills and ability to handle multiple tasks
- Excellent interpersonal skills with the ability to work effectively and efficiently with leadership
- Proficiency with variety of software systems including Microsoft Office Suite and Neon CRM
- Proven ability to prioritize work and respond to changing priorities
- Ability to work flexible hours, including occasional evenings and weekends as required
- Associate degree required; Bachelor's degree preferred
- Experience with bookkeeping and cash management a plus