



Marketing & Membership Coordinator

Job Summary:

The Marketing & Membership Coordinator reports to the Marketing Manager and works closely with the Advancement team. The Marketing & Membership Coordinator is a critical team player in developing and advancing the Golisano Children's Museum of Naples' mission and vision through marketing, communications, and membership base development. The schedule will typically be Monday through Friday 9am-5pm depending on the event schedule.

Please note: This position will require after-hours and weekend work during special events and at other times as needed.

Reports to: Marketing Manager

Direct Reports: None

Major Duties:

Marketing & Communications

- Lead CMON's public relations efforts and draft press releases for the organization
- Create content for and draft CMON's monthly email newsletter
- Create content for and draft CMON's monthly member newsletter
- Create email campaigns for museum events and programs
- Assist Marketing Manager with the museum's social media strategy and calendar
- Create and curate social media content
- Monitor all social media platforms

Membership

- Develop and maintain member and donor databases
- Support the Visitor Experience Manager with membership applications
- Responsible for all aspects of member record maintenance
- Help identify and cultivate new members

General

- Stay up-to-date on current trends in fundraising, events, marketing, and engagement and how they might impact CMON
- Complete administrative tasks such as answering emails, making phone calls, and completing paperwork as needed.
- Serve as an active participant in Advancement team meetings, providing input into strategy and goals
- Support team with planning and execution of community and fundraising events
- Other duties as assigned.



Qualifications:

- Bachelor's Degree preferred. In lieu of degree, equivalent work experience
- 2+ years of experience in marketing, communications, development, membership, or related field
- Experience in Social Media marketing
- Strong written and verbal communication skills to articulate clearly with various in-house departments and members, supporters, and community partners
- Experience with OneCause or Salesforce is a plus
- Demonstrated ability to work in a fast-paced environment, meet concurrent deadlines, organize time and priorities, and to do so in collaboration with diverse stakeholders
- High degree of integrity, initiative, and resourcefulness
- Proficiency with office technology and donor information systems
- Passion for the mission of education of children and children's museums with a strong commitment to its core values
- Must pass a background check and be fingerprinted.

Benefits:

- Industry-competitive salary
- Medical, dental, and vision benefits
- 401(k) plan
- Flexible work hours, some work-from-home opportunity
- Generous PTO
- Company paid holidays

Working Conditions:

This work is located in an office environment. Limited local travel involved to assist with events. This is primarily an on-site position, though some work-from-home flexibility is available.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

To Apply: Please send cover letter, resume, and salary requirements to hrjobs@cmon.org

No phone calls, please.

CMON is an Equal Opportunity Employer (EOE) in compliance with all Federal, Florida State, and local ordinances, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990, and the Genetic Information Nondiscrimination Act of 2008.