Development Coordinator of Annual Giving:

The Historic New Orleans Collection (THNOC) is a museum, research center, and publisher dedicated to the study and preservation of the history and culture of New Orleans and the Gulf South region. THNOC is a collection of over 35,000 library items, more than two miles of documents and manuscripts, and over 350,000 photographs, prints, drawings, paintings, and other artifacts. The Collection is currently accepting resumes for the position of Development Coordinator of Annual Giving.

The Development Coordinator of Annual Giving is responsible for all aspects of membership cultivation and retention by increasing awareness of THNOC in the community, converting visitors into members, thinking creatively concerning membership benefits and events, and providing excellent customer service to members. This position provides oversight and responsibility for all membership activities and develops strategies to identify and solicit new prospects. In addition, this position would be responsible for the identification and assistance with the solicitation of sponsorships of $5,000 or less.

The ideal candidate must have a bachelor’s degree in a related field and a minimum of three years of relevant experience, including developing and implementing innovative ideas and creative campaigns to grow membership and obtain sponsorship gifts. The successful candidate must have exceptional communication skills, an ability to cultivate and maintain relationships, and the capability to use social media sites and services to advance the department’s mission. The ideal candidate should demonstrate flexibility in an evolving work environment, exceptional organizational skills and attention to detail, ability to meet concurrent deadlines, proficiency in Microsoft Office and donor/mailing databases, and an ability to work under minimal supervision and nights and weekends as needed.

This is a full-time position. The Collection offers a competitive salary, exceptional benefits, and a dynamic, educational culture.

For consideration, please submit your resume and cover letter to [jobs@hnoc.org](mailto:jobs@hnoc.org) by July 20, 2018.

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