



STEWARDSHIP COORDINATOR

FLSA Classification: Full-Time; Exempt

The Country Music Hall of Fame® and Museum Department of Development

Applications are accepted electronically HResources@countrymusichalloffame.org

The Country Music Hall of Fame and Museum has an opening for a full-time, exempt Stewardship Coordinator in the Development Department.

Company Overview: The Country Music Hall of Fame and Museum seeks to collect, preserve, and interpret the evolving history and traditions of country music. Through exhibits, publications, and educational programs, the museum teaches its diverse audiences about the enduring beauty and cultural importance of country music. See all available opportunities here: [Employment](#).

Divisional Overview: The Development Division oversees all philanthropy on behalf of the museum, which includes museum membership; annual, major, and planned giving; special events, which range from exhibition opening receptions to All for the Hall fundraisers hosted by Keith Urban, Vince Gill, and Emmylou Harris; as well as foundation, corporate and government giving programs. We also steward relationships with Country Music Hall of Fame members; the broader music community; elected officials; local, state, and national arts organizations; and museum donors. We are constant advocates for the arts on local and national levels, and we publish strategic communications on the museum's behalf, such as the annual report. Our goal is to provide excellent stewardship to all who make gifts of time, talent, and treasure to the mission in support of our mission-focused work.

Job Overview: The Stewardship Coordinator will advance the day-to-day operations of the museum's major gifts program. This position will help steward, prospect, and cultivate annual gifts of \$1,000 or more, including annual memberships, special projects, etc.

Specific Job Duties:

- Identification and Cultivation
 - Research and vet major gift prospects in collaboration with the Director of Major Gifts and the Vice President of Development to create prospect lists for annual giving, planned giving, and select special events.
 - In collaboration with the Director of Major Gifts and on behalf of the Major Gifts Division, help maintain a portfolio of donors.
- Solicitations and Moves Management
 - Support the Director of Major Gifts, Major Gifts Coordinator, and Vice President of Development in executing solicitations of major gift prospects above \$1,000.
 - Manage solicitation strategy and moves management process on behalf of the Director of Major Gifts.
- Recognition and Stewardship
 - Manage appropriate recognition opportunities for major donors, which include donor walls, acknowledgement letters, and member benefit fulfillment.
 - Provide concierge service to major gift donors for museum visits and related events.
 - Lead select VIP tours of the museum galleries and event spaces.



- Record Keeping
 - Work closely with Development colleagues to ensure all major gifts are appropriately acknowledged and tracked in the Raiser's Edge database and filed for institutional knowledge.
 - Ensure meetings, phone calls, and other contact with donor and prospects are properly recorded.
- General Development Department Functions
 - Act as an advocate in the public community and within the museum to promote the mission of the Country Music Hall of Fame and Museum.
 - Attend weekly Development Department meetings.
 - Attend weekly Major Gifts Team meetings.
 - Attend and provide support for some after-hours events.

Minimum Qualifications:

- Bachelor's Degree.
- Knowledge of major gift fundraising and the ability to manage a portfolio of 250 donors.

Preferred Qualifications:

- At least two years of major gift fundraising experience.
- Museum and/or university fundraising experience.
- College degree or college courses in a related field.
- Knowledge of country music.
- Experience with Tessitura arts and cultural technology.

Essential Competencies (Knowledge, Skills and abilities needed for success in the position):

- Excellent spoken and written communication skills.
- Organized, detail-oriented, and able to handle sensitive information with confidentiality.
- Database skill.
- Excellent interpersonal skills and be able to work well with and interact with a broad spectrum of personalities and diverse populations.
- Ability to resolve conflicts and respond to inquiries in an appropriate and efficient manner on behalf of the museum.