



The Sailing Museum  
Development and Membership Associate  
Full Time Exempt/Permanent

The Development and Membership Associate is responsible for managing and maintaining the donor and member databases, fundraising records and administrative duties in support of the Executive Director. This position will generate gift acknowledgements, manage the museum's membership program, prospect research and demonstrate excellent donor and member relations.

**Responsibilities:**

- Accurately enter, update and maintain all data, pull reports and manage contacts in the database (a salesforce based platform).
- Act as point of contact for member and donor relations, communications and questions.
- Complete monthly reconciliation reports and review with the Director of Finance.
- Maintain snail-mail and email lists.
- Assist with tasks for various fundraising events, including planning and implementing.
- Perform grant and sponsorship research and support Director in application process.
- Work on retaining and expanding the membership programs, benefits and overall membership base.
- Maintain a high level of confidentiality and professionalism with access to sensitive and confidential information.
- Ability to work independently on multiple projects as well as collaboratively with other members of the team.
- Other tasks as needed or assigned and willingness to step outside of the role for the betterment of the organization.

**Experience & Education:**

- Bachelor's degree.
- Excellent interpersonal skills required.
- 2+ years experience in non-profit fundraising and/or membership service, preferably at a museum or cultural institution.
- Experience with donor database systems. Salesforce experience is a plus.
- Strong organizational abilities, including prioritizing attention to detail and professionalism.
- Implement best practices for database management and reporting.
- Working knowledge of Microsoft Office Suite.
- Knowledge of the Newport area and sailing preferred.
- Ability to work flexible hours, including weekends and nights as events required.

This is a full-time position that offers a competitive nonprofit salary and benefit package commensurate with experience, salary in the range of \$40,000-\$48,000.

**Applications:**

Email cover letter and resume to [jobs@thesailingmuseum.org](mailto:jobs@thesailingmuseum.org) please attach pdfs of your cover letter and resume, titled with the position and your last name, email subject with Development and Membership Associate. No phone calls, please. The Sailing Museum requires employees to become fully vaccinated for Covid-19 and new employees must

provide proof of at least their first shot prior to the first day of employment. Individuals may seek a medical or religious exemption to the vaccination requirement. Physical demands typically associated with the position include but are not limited to, light work, lifting, reaching, organizing, and moving inventory.

The Sailing Museum is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment.

#### Background of Organization:

The National Sailing Hall of Fame, dba The Sailing Museum is a Rhode Island nonprofit organization. NSHOF was Founded in 2004 in Annapolis, MD - The organization is dedicated to preserving the history of sailing and its impact on American culture; honoring those who have made outstanding contributions to the sport; demonstrating its value as a hands-on tool for scholastic and life skills learning; and inspiring and encouraging sailing development and participation. Through an annual induction to the Hall of Fame, the organization recognizes the outstanding achievements of US sailors in three categories; sailing, technical and contributor; and leverages these achievements to inspire new generations of sailors. The organization provides science, technology, engineering, and math programming free of charge to instructors in both formal and informal educational settings. In March of 2019, the organization purchased a property in Newport, RI to create a museum and venue for on-site learning and to build a sustainable enterprise – longstanding visions for the organization. In this historic building, sailing heritage is celebrated, its legends honored, and a new generation of sailors and innovators cultivated. The Armory Building property at 365 Thames Street in Newport underwent a complete renovation and restoration through a Capital Campaign that funded the project and future of the organization.

The museum opened in May 2022. The Sailing Museum preserves a historic building and site steeped in sailing history, celebrates the heritage of the sport and honors those who have shaped it over time by showcasing the National Sailing Hall of Fame and the America's Cup Hall of Fame. The museum supports area educators through on-site, hands-on STEAM learning experiences, provides a first-rate tourist attraction that will add value to the Newport landscape, builds community through cross-generational partnerships, work, and volunteer opportunities and support peer organizations in a common goal to grow sailing.