

<b>Position Available:</b>	<b>Fundraising Coordinator</b>
<b>Description:</b>	<p><b>Salary:</b> \$16.83/hour (Hourly, no fringe benefits)</p> <p><b>Duties/Descriptions:</b> Plans annual fund-raising events for the Friends, manages the Friends Membership program, plans and executes membership drives, produces quarterly newsletter, solicits sponsorships for special events. Reports directly to the Division Manager and the Friends Board.</p> <p><b>Required Knowledge, Skills and Abilities:</b></p> <ol style="list-style-type: none"> <li>1. Ability to gain thorough knowledge of and follow St. Mary's County Museum Division policies and procedures;</li> <li>2. Ability to effectively communicate with other staff and especially members of the public;</li> <li>3. Ability to apply departmental policies and procedures to daily work tasks;</li> <li>4. Ability to work independently on tasks and maintain accurate records;</li> <li>5. Ability to work as part of a team;</li> <li>6. Ability to utilize QuickBooks;</li> <li>7. Ability to plan and manage large public events;</li> <li>8. Ability to write and edit newsletters and other publications;</li> <li>9. Ability to solicit donations from individuals and corporations;</li> <li>10. Ability to operate relevant computer systems, including hardware and software, POS System, and simple office machines; (such as photocopier and scanner).</li> </ol> <p><b>Education and Experience:</b> College degree in a related discipline; or equivalent training, education, and/or experience; valid driver's license; requires background investigation with favorable consideration.</p> <p><b>Physical and Environmental Conditions:</b></p> <ol style="list-style-type: none"> <li>1. Work requires operating between two remote locations as needed;</li> <li>2. Work requires the ability to comfortably walk and talk ¼ mile without resting;</li> <li>3. Work requires the ability to work outdoors in diverse temperature and weather conditions.</li> </ol> <p><b>Hours:</b> 16 hours per week</p> <p><b>Location:</b> Time to be split between St. Clement's Island Museum &amp; Piney Point Museum</p>
<b>Deadline:</b>	Open until filled
<b>For Additional Information:</b>	Please contact Karen Stone, Museum Division Manager (301) 769-3235 karen_stone@stmarysmd.com
<b>Application Forms:</b>	<a href="#">Application For Employment</a>