



## **BROOKLYN CHILDREN'S MUSEUM JOB DESCRIPTION**

---

<b>POSITION/TITLE:</b>	<b>Development &amp; Communications Coordinator</b>
<b>STATUS:</b>	<b>Full Time</b>
<b>DEPARTMENT:</b>	<b>Development</b>
<b>SUPERVISOR:</b>	<b>Manager of Marketing &amp; Communications</b>

---

Brooklyn Children's Museum ([www.brooklynkids.org](http://www.brooklynkids.org)) is the world's first children's museum and a pioneer in the field of informal learning. Rooted in its vibrant Brooklyn community, the Museum's early childhood programs and exhibits engage visitors through play-based learning at the intersection of culture, the arts, and science. The Museum serves 300,000 children and adults annually

### **Position Summary**

BCM seeks an energetic and organized Development & Communications Coordinator to provide administrative support for the Museum's fundraising, marketing, and communications teams. This key role reports to the Manager of Marketing & Communications, and oversees tasks related to membership, fundraising, email marketing, social media, and BCM's website.

### **Responsibilities**

- Create and manage email newsletters and digital marketing campaigns, including membership and fundraising campaigns.
- Oversee digital membership mailings, including renewals, membership cards, and acknowledgment letters.
- Manage membership and fundraising data, including gift entry, reports, and tracking documents.
- Provide support for fundraising events, including cultivation events for members, donors, government funders, and for the Museum's annual gala.
- Take minutes and notes at board meetings.
- Assist with preparation of board materials and packets.
- Create and mail acknowledgments and oversee mailings of thank-you gifts.
- Create marketing and communications materials that adhere to BCM's brand guidelines.
- Support marketing and communication outreach, including website updates and social media posts
- Work events, including taking photographs, stewarding VIPs, and working the membership kiosk when needed.
- Respond to requests for information from the executive team as needed.

### **Preferred Qualifications**

- Bachelor's Degree; new graduates encouraged to apply
- One year of experience in an administrative role, preferably in a nonprofit or museum setting
- Excellent verbal, written communication, and project management skills
- Excellent organizational skills and ability to use Microsoft Office applications and other software to create workflow and tracking documents

- Ability and desire to work collaboratively as part of an interdisciplinary team and be open to constructive feedback and exchange
- Ability to work flexibly and adaptably in a dynamic environment
- Comfortable working with the general public in a visitor experience or hospitality role
- Knowledge of Brooklyn and its communities
- Proficient with Macs, PCs, Microsoft Office, Google Apps, and Dropbox
- Proficient with Adobe suite
- Comfort working in an open office space and with willingness to adhere to health and safety measures, including mask-wearing and vaccination policies, as needed

### **Compensation**

\$45,000, excellent benefits and vacation time, including health, dental, vision, and life insurance.

### **Schedule**

35 hours a week, Tuesday through Saturday or Sunday through Thursday, with the flexibility of adjusting schedule as needed. This position requires working at least one weekend day as part of the employee's regular schedule, and may require evening work from time to time. The staff member in this role must work onsite at BCM on Wednesdays, Thursdays, and one weekend day, but may work remotely on other days unless they are required for an onsite meeting or event.

### **Apply**

Please send a cover letter and resume as 1 PDF to [careers@brooklynkids.org](mailto:careers@brooklynkids.org) with “[Your Last Name] – DevCoordinator” in the subject header. Only those candidates selected for an interview will be contacted. No telephone calls for position inquiries, please.

Brooklyn Children's Museum is an equal opportunity employer. We value a diverse workforce and an inclusive culture. BCM encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, and veteran status.