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VERMONT HISTORICAL SOCIETY

Job Title: Stewardship Coordinator

Pay Grade (VT State equivalent): 20

FLSA Status: Exempt, Full-time

Reports to: Director of Stewardship & Public Relations

Last Revision Date: April 20, 2022

General Description:

The Stewardship Coordinator supports the mission of the Vermont Historical Society through the stewardship of members and volunteers and the handling of day-to-day operations of the organization. The Stewardship Coordinator will perform a variety of specialized recordkeeping and reporting tasks related to membership, annual fundraising campaign, planned giving, special events, and general office management. This position serves as VHS's first point of contact for community inquiries, responding as appropriate via phone and written correspondence.

Stewardship Responsibilities

- Maintain primary data entry and updates in donor database, currently Raiser's Edge, for constituent contact information, attributes, relationships, constituent codes, appeal codes, e-news sign-ups, etc.
- Process donation and membership payments and produce acknowledgement letters.
- Develop and maintain donor database policies and procedures manual
- Coordinate and grow the membership program through timely membership renewal appeals and outreach.
- Steward lapsed and current members, including follow-up calls to new members, lapsed members, and ensuring donor intent for membership dues and annual gifts.
- Coordinate yearly Annual Meeting event for members and Volunteer Appreciation events for VHS volunteers.
- Develop additional opportunities for membership and volunteer appreciation.
- Coordinate and carry out bulk and special mailings.
- Organize and maintain paper and electronic constituent files.
- Assist with arrangements for other stewardship-related special events.
- Ensure security, integrity, and confidentiality of data.
- Other duties as assigned.

Office Responsibilities:

- Manage front office reception and general inquiries via phone.
- Monitor and maintain office supplies inventory and equipment, ordering as appropriate.
- Serve as initial point of contact for volunteer inquiries.
- Prepare weekly deposit.
- Provide administrative support to Executive Director (mailing, communication formatting and printing, photocopying, and other tasks as assigned).

- Record and maintain minutes of the Board of Trustees on behalf of the Board Secretary four times per year.
- Organize orientation and training materials for new staff, volunteer, and trustee members.
- Oversee rental of the Community Room, including answering queries, maintaining calendar, and processing rental fees.
- Other duties as assigned.

Relationships:

The Stewardship Coordinator reports to the Director of Stewardship & Public Relations, and works closely with other VHS staff, especially Executive Director, Finance/Operations, and Public Relations & Guest Services Coordinator, as well as volunteers.

Environmental Factors:

- Travel may be required at times to which a private means of transportation must be available.
- There may be a need for occasional weekend and/or evening work.
- Certain projects will require heavy workload and tight deadlines.

Required Qualifications & Experience:

- Associates degree in business or other appropriate discipline, plus two years of relevant clerical/administrative/technical experience, or a combination of education and experience from which comparable knowledge and skills are acquired. Bachelor's degree preferred.
- Knowledge of database management is preferred
- Broad base of general technical knowledge and skills related to organizing and maintaining moderately complex filing and records systems, both manual and computerized. Directly related experience with mailing list databases desirable.
- Good basic reading, writing, math, and analytical skills.
- Good general office skills, including typing/word processing and office machine operation such as printers and copiers.
- Ability to train and direct the activities of part-time staff and volunteers.
- Ability to work cooperatively with VHS staff and various outside individuals/organizations.
- Ability to professionally represent VHS's mission, goals, and programs.

Pay and Benefits:

The position offers competitive wages and benefits including:

- Health, dental, and life insurance
- Defined benefit pension plan (required)
- Annual leave, sick leave, personal leave, and paid holidays in accordance with State of Vermont personnel policies.