



# THE DECORATIVE ARTS TRUST

## **The Decorative Arts Trust Membership and Grants Coordinator**

### **Description**

[The Decorative Arts Trust](#), a nonprofit organization operating in Media, PA, and Charleston, SC, is seeking a full-time Membership and Grants Coordinator. This colleague assists with the administration and stewardship of our national membership base and vibrant grant-making activities.

### **Job Responsibilities**

Working in conjunction with the Membership Manager, the Membership and Grants Coordinator assists with:

- Entering and tracking contributions in the membership database
- Preparing acknowledgements for contributions
- Preparing solicitations for membership renewals and annual fund campaigns
- Planning and recording online programs developed specifically for the membership community

Working in conjunction with the Executive Director, the Membership and Grants Coordinator assists with:

- Managing the distribution of proposals to the review committees for all components of the Trust's grant-making program
- Overseeing the preparation and distribution of agreements and awards to grantees
- Tracking the progress of deliverables from grantees

Working in conjunction with the Communications and Marketing Manager, the Membership and Grants Coordinator assists with:

- Preparing grant-making-related content for *The Magazine of the Decorative Arts Trust*, *The Decorative Arts Trust Bulletin*, the Trust's website, and social media outlets

Working in conjunction with the Educational Programs team, the Membership and Grants Coordinator assists with:

- Preparing and distributing requests for payment and information from participants
- Tracking participant data and fees in the membership database
- Attending domestic programs as needed

**Necessary skills**

- Bachelor's degree or equivalent professional experience required
- Experience in nonprofit membership organizations, grant making, development, donor engagement, or another component of the cultural sector
- Familiarity with Google suite or similar online collaborative software
- Previous experience with membership databases and/or CRM systems
- Demonstrated ability to:
  - work independently and as well as collaboratively with a team
  - manage multiple tasks while adapting to an evolving calendar
  - communicate effectively through a variety of methods, both print and digital
- Highly organized with strong personal initiative
- Outgoing, positive, and friendly demeanor
- Detail-oriented approach to managing projects and logistics

**Compensation**

- \$45,000-\$50,000 salary; retirement plan; health and dental insurance
- Paid annual leave and sick leave along with holidays

**Work location**

- The ideal applicant will be located near or willing to relocate to the Philadelphia, PA, region. This is an in-person position in Media, PA, with the opportunity for limited remote work.

**Application process**

- Interested parties should send a letter of interest and CV or résumé to Matthew A. Thurlow, Executive Director, at [mthurlow@decorativeartstrust.org](mailto:mthurlow@decorativeartstrust.org). Applications will be accepted until the position is filled.