



Development & Membership Manager Job Description

Who we are:

The Glass Art Society is an international non-profit membership organization founded in 1971 whose purpose is to encourage excellence, to advance education, to promote the appreciation and development of the glass arts, and to support the worldwide community of artists who work with glass. The Society strives to stimulate communication among artists, educators, students, collectors, gallery and museum personnel, art critics, manufacturers, and all others interested in and involved with the production, technology and aesthetics of glass. We are dedicated to creating greater public awareness and appreciation of the glass arts.

This is a full-time position and reports to the Executive Director

Job Responsibilities:

- Work with the Executive Director to:
 - Identify and secure sources of funding for GAS programs and activities, including corporate, foundation, and individual support
 - Set, prioritize, track, and meet fundraising goals
 - Research, write, and submit grant applications and reports
 - Plan and coordinate Spark and fundraising events (travel may be required)
- Create a comprehensive development and membership plan, managing the organization's annual appeal campaign, membership drive, sponsorship efforts, and grant calendar
- Work with the Administrative Assistant to ensure timely and accurate processing and acknowledgment of all donations and memberships; provide Executive Director with regular development and membership reports
- Serve as staff representative on the Development and Membership committees; maintain minutes of committee meetings and drive committee projects
- Work with the membership committee to solicit new partners for membership benefits
- Work with the Administrative Assistant to ensure the proper functioning of donor database including consistency and accuracy of records
- Work with Administrative Assistant to ensure follow-up with members to resolve record or payment issues
- Reconcile giving activity with the bookkeeper
- Perform a regular review of all development and membership pages on the GAS website working with the Technology & Conference Assistant to ensure all information is up-to-date including sponsor recognition, fund descriptions, campaign information, benefits, etc.
- Maintain advanced understanding of non-profit development techniques and best practices

- Other duties as assigned

Conference:

- Work with the Site Committee to develop, prepare, and implement a sponsorship plan for the conference
- Act as main POC for conference sponsors including benefit tracking and fulfillment
- Manage special fundraising events associated with the conference
- Work with the Site Committee on logistics and communication for the Collectors Tour, and act as the primary POC for attendees
- Provide oversight of auctions and Goblet Grab activities

We're looking for someone who is:

- A “people person” that is excited to be part of the GAS team
- Obsessively organized with a strong attention to detail
- Collaborative in working with staff, Board, and community partners
- Flexible in responding to and working with shifting priorities of cyclical projects
- Committed to an “all-hands-on-deck” way of working, especially during conference season (this includes but is not limited to helping answer phone calls, assisting with inquiries about navigating and using the website, helping with conference registration, and traveling to/participating in the management of the conference)
- An independent worker but can also work well as part of a team in an often fast-paced, non-profit environment
- Experienced with visual arts organizations (glass experience is a plus!)

Our ideal candidate will have the following:

- Bachelor's degree or equivalent education/experience
- Demonstrated fundraising and grant writing experience
- Demonstrated success in securing and developing funding, donors and stakeholders
- Demonstrated experience in developing individual and corporate giving strategies
- Demonstrated research and planning skills; attention to detail
- Excellent communication skills: verbal, written, electronic
- Membership and/or donor database experience
- Proficiency with Adobe, Microsoft Office Suite, including Excel, and other on-line applications
- Auction planning is a bonus!

To apply, please submit a cover letter, resume, and writing sample to jobs@glassart.org. No phone calls, please.

The Glass Art Society is an Equal Opportunity Employer, encouraging and supporting diversity of glass art, artists, and employees.