



Employment Opportunity

Children's Museum of Oak Ridge (CMOR)

Location: Oak Ridge, TN

Full-time, Salaried, Non-Exempt

Overview: The Children's Museum of Oak Ridge (CMOR) is a nonprofit organization founded in 1973. Located in a historic 54,000 sq. ft. facility that was a Manhattan Project elementary school building, CMOR offers exhibitions and educational programs on a variety of topics including art, history, world cultures, gardening, healthy living, science, and nature. Learn more at <https://childrensmuseumofokridge.org> or on Facebook, Instagram, X, and LinkedIn @CMOROakRidge.

Reports To: Executive Director

Direct Reports: None

Position Description: The Development and Membership Coordinator plans and implements fundraising programs and events, researches and prepares grant proposals, and coordinates the Museum's membership program. The ideal candidate is self-motivated, highly organized, detail-oriented, with excellent communication skills, experience in museum or non-profit development and membership programs, and enthusiasm about CMOR and its mission.

This is a new position. The Development and Membership Coordinator position will be a key member of the Museum's development and membership teams, working closely with the Museum's Executive Director, Business Manager, half-time Development Associate, and the Board's Fundraising Committee.

Primary Job Functions:

Under the direction of the Executive Director, the Development and Membership Coordinator is responsible for the following duties:

- Work with CMOR's development team to plan and implement fundraising events, programs, and campaigns as needed, including the Museum's annual Gala.
- Develop new giving programs as directed by the Executive Director and informed by CMOR's strategic plan.
- Research and pursue grants, foundations, and other fundraising opportunities as directed by the Executive Director.
- Work with the development team on donor research, cultivation, solicitation, and stewardship.
- Process Museum memberships and renewals.
- Work with the Executive Director to grow and improve the membership program.
- Plan the annual CMOR membership meeting.
- Attend Fundraising and Gala Committee meetings.
- Attend the weekly staff meeting.

Qualifications:

- Bachelor's degree and 1 - 3 years of paid work experience in development (or a related field) in a museum or other non-profit setting are required.
- Experience with grant writing and event planning is desired.
- Must be self-motivated, highly organized, and detail-oriented.
- Must possess excellent communication and interpersonal skills and be able to handle confidential information with integrity.
- Excellent computer skills are required, including experience with donor management software (e.g. Little Green Light), and Microsoft Office.
- Knowledge of the Oak Ridge-Knoxville business community and non-profit environment is a plus.

Salary range: \$37,500 – \$40,000. Benefits include paid time off and a flexible schedule. CMOR does not provide health insurance. There is no state income tax in Tennessee.

To apply, please email a resume, cover letter, and contact information for three professional references to Beth Shea at bshea@childrensmuseumofokridge.org. Please direct questions by email. Incomplete applications will not be considered. This position starts on March 1 and is open until filled.

The Children's Museum of Oak Ridge provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.