**Membership and Sponsorship Coordinator March 2025**

**Location:** 1637 South Higgins Ave, Missoula, MT
**Job Type:** Full-time (light remote work possible)

**Paid Time Off:** PTO accrued monthly and paid holidays and flex time available.
**Compensation:** Salary starts at 40K per year, DOE, based on 40 hours a week (1 FTE) with health benefits and a 3% employer contribution to retirement. Wage increases after 6-month probation period and there is an annual COLA increase along with merit increase possibilities.

**Position Overview:**

Arts Missoula is seeking a dynamic and motivated **Membership and Sponsorship Coordinator** to manage and grow our membership program, secure event sponsorships, and support small grant writing, event production, marketing, communication and design needs. This individual will play a key role in building relationships with community partners, ensuring that our members and sponsors are actively engaged, and helping to enhance Arts Missoula’s impact in the community. This individual will work closely with the Arts Missoula Board of Directors and staff to ensure the success of the work.

**Why Join Arts Missoula?**

This position offers an exciting opportunity to contribute to the arts and cultural vibrancy of Missoula while developing your career in the nonprofit sector. As our Membership and Sponsorship Coordinator, you will have the chance to shape the future of Arts Missoula’s fundraising strategies and grow within the organization.

**Key Responsibilities:**

**Membership & Sponsorship Development:**

* Work with the Executive Director to design and implement a new membership structure for Arts Missoula, integrating it into a client management software platform, that will need to be built from a software template.
* Work closely with the Marketing and Communications position to update the website, Arts Missoula Directory App and other marketing and communications assets, occasionally designing marketing when needed.
* Develop and promote membership benefits, including exclusive events, networking opportunities, and ticket offerings.
* Cultivate and maintain strong relationships with members and sponsors, ensuring meaningful engagement and recognition.
* Manage sponsorship development for Arts Missoula’s five annual events, working closely with sponsors to maximize their visibility and engagement.
* Serve as a key contact for membership inquiries, providing excellent communication via phone, email, and in-person meetings.

**Event Production & Management:**

* Assist with the planning, execution, and logistics of Arts Missoula’s five annual events.
* Work with members and sponsors to create opportunities for brand visibility and audience engagement at events.
* Provide on-site support during events, including occasional lifting (up to 30 pounds) as needed.
* Coordinate members-only events, networking opportunities, and other special engagements.

**Administrative, Grant Writing & Design Support:**

* Research and assist in writing small grants to support Arts Missoula initiatives.
* Create marketing and sponsorship materials, including event signage, membership collateral, and digital assets.
* Maintain up-to-date member and sponsor records, track engagement, and generate reports as needed.

**Professional Development & Special Projects:**

* Work closely with the Executive Director on the Momentum Artist program, specifically supporting the professional development components.
* Assist in coordinating workshops, mentorship opportunities, and training sessions for local artists.

*Other Duties as assigned. Attendance required at certain committee and board meetings as well as 5 annual events. Will take part in the First Friday rotation for staff.*

**Qualifications & Skills:**

 Ideal Candidate:

* Strong writing, communication and interpersonal skills—must be engaging on the phone and comfortable building diverse stakeholder relationships and inspire community engagement.
* Ability to work independently and collaboratively in a dynamic and creative environment with frequent check ins with staff.
* Ability to be self-driven and maintain attention to deadlines and duties herein.
* A passion for the arts and a deep commitment to the mission of Arts Missoula.
* Creative thinking and problem-solving skills, with a proactive and positive attitude. Along with a resilience and adaptability critical in an ever changing environment.
* Ability to travel within Missoula city limits with ease (mileage reimbursement provided).
* Experience with membership development, client management software, or CRM platforms is a plus.
* Background in event planning, sponsorships, or nonprofit development is highly desirable.
* Strong organizational skills with the ability to manage multiple projects and deadlines.
* Some experience in graphic design (Adobe Suite, Canva, or similar) is a plus.
* Flexibility to occasionally lift up to 30 pounds during event setup and takedown.

**Benefits & Work Environment:**

* Competitive salary (DOE).
* **Health benefits** available.
* **3% employer contribution to retirement.**
* **Mileage reimbursement** for work-related travel within Missoula city limits.
* Opportunity to play a **key role in shaping Arts Missoula’s membership and sponsorship strategy**.
* Work in a **creative and collaborative** environment that supports arts and culture in Missoula.

**How to Apply:**

Interested applicants should submit a **resume and cover letter** detailing their relevant experience and interest in the position. Applications will be accepted on a rolling basis until the position is filled.

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Join us in strengthening Missoula’s arts community through meaningful engagement, sponsorships, and membership experience!