

1601 North Clark Street Chicago, Illinois 60614-6038 312.642.4600 www.chicagohistory.org

POSITION AVAILABLE

JOB TITLE: Auxiliary Group Coordinator

DEPARTMENT: Institutional Advancement

FLSA STATUS: Non-Exempt

JOB SUMMARY:

The Auxiliary Group Coordinator is the key staff liaison to the Guild, the Costume Council, Making History Awards Committee and Board Development Committee. This includes all administrative duties, database record-keeping, communications, and event planning and execution.

ESSENTIAL FUNCTIONS:

- Plan, coordinate, and execute meetings, programs, and special events with a high degree of professionalism and attention to detail
- Coordinate and execute all aspects of fundraising activities and auxiliary group activities onsite and offsite; evening and weekend hours required for certain events
- Coordinate all member communications including directories, event invitations, email communications, etc. with a high degree of accuracy utilizing Raisers Edge and MSOffice software
- Solicit support from other IA staff as needed to better serve auxiliary groups
- Gather information from a variety of sources and problem solve with creativity and diplomacy in a collaborative manner
- Effectively meet deadlines, work independently, and execute work with high degree of accuracy and attention to detail
- In a pro-active manner, plan and anticipate future needs
- Create a team spirit and enhance communication so staff members will work collaboratively and in a supportive manner across departmental and functional area boundaries
- Lift, carry, or otherwise move boxes or objects weighing up to 25 pounds

OTHER DUTIES:

- Assist with Board of Trustees meetings as needed
- Mentor interns and coordinate volunteers in IA.
- Maintain Development Office and storage areas
- Coordinate other administrative office activities as needed
- Serve on CHM staff committees as needed
- Other duties as assigned

QUALIFICATIONS:

- Bachelor's Degree in Business Administration, Museum Studies, or related field required
- Prior experience in a Development office at a non-profit institution required
- 2-3 years previous experience providing support to auxiliary groups and/or event planning experience required
- Superior written and verbal communication skills; demonstrated ability to communicate in a professional and courteous manner delivering a high level of customer service required
- 2-3 years experience in Raiser's Edge and MS Office suite
- Proven ability to deliver superior customer service required
- Ability to gather information from a variety of sources
- Effectively manage deadlines, and execute complex projects, with an attention to detail
- Ability to problem solve creatively and effectively with diplomacy in a collaborative manner
- Commitment to the mission, values, and programs of the Chicago History Museum

SALARY and BENEFITS: Salary is competitive. Excellent benefit Package

Please send your cover letter, resume with salary history, and the names and phone numbers of 3 work references **in 1 document** to:

https://home.eease.adp.com/recruit/?id=3943491

Equal Opportunity Employer

M/F/D/V

Background check required

Salary History required. Resumes submitted without salary history will not be considered