



Cape Cod Maritime Museum

Preserving and celebrating Cape Cod's maritime heritage

135 South St., Hyannis MA 02601
508-775-1723
info@capecodmaritimemuseum.org

Cape Cod Maritime Museum Administrator

Full-time

**(35-40 hours per week, salaried \$45,000 to 50,000 annually,
commensurate with experience)**

Some Remote Work Possible

Availability Some Evenings & Weekends for event management

The Administrator will be a dynamic, savvy, experienced business manager who will work closely with the Executive Director, staff and volunteers to assist in managing administration, events, and operations at the museum. We are a multi-faceted organization offering Exhibits, Boat Building, Rowing, Young Mariner Camp, Sail Cruises and Lectures. The Administrator will serve as liaison to answer inquiries from the public about all of the museum's programs, exhibits, membership, and fundraising.

Responsibilities:

- Donor Management
 - Work with Executive Director and Development Committee to coordinate yearly fundraising mailings, including invitations, appeals, and events;
 - Maintain and organize development and membership database (Eleo) – be the in-house expert on the program and its functions;
 - Enter, track, and report on appeals and overall donations (via Eleo);
 - Write & send thank you letters & membership materials;
 - Coordinate and organize membership correspondence, renewals and benefits;
 - Process gifts and memberships through donor management database (Eleo);
 - Act as point of contact for donors, members, and other sponsors;
- Operational/Clerical
 - Monitor communications on museum's social media pages as well as website contacts;
 - Maintain and update museum's booking software as needed for programs & offerings;
 - Act as the point of contact for Cape Cod schools for our youth programs such as our Sea Scholar's Prize, and school field trips;
 - Maintain the contact list of teachers, guidance counselors, and superintendents for the museum;
 - Coordinate museum calendars;
 - Develop and maintain admin files including hard copies and digital;
 - Take minutes of board meetings (in-person or from recordings);
 - Reply to general inquiries over email & phone; forward pertinent emails & messages to appropriate staff;
 - Respond to email & phone requests as directed by Executive Director;
 - Maintain & update mailing lists;
 - Order and maintain supplies;
 - With Executive Director, grant writing and grant research
- Events
 - Serve as front-line event coordinator for events as needed;
 - Serve as on-site coordinator for events;
 - Recruit staff for event assistance as needed;



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- Admissions (Rotate in to assist Front Desk Manager or other staff as needed)
 - Knowledge of opening procedures, front desk operations, and closing operations during season to step in as needed;
 - Routine visitor interaction—selling regular admissions & combo tickets, giving tourist information, etc.;
- Other tasks as given by Executive Director;

Qualifications:

- 1-3 years administrative experience
- 1-3 years event coordination experience preferred
- Non-profit administrative experience preferred
- Fundraising experience preferred
- Experience with Customer Relations Software (Eleo or other software preferred)
- Confidence and thorough knowledge with computer programs - Microsoft Office, Adobe Suite, Google Suite
- Bachelors or Associates Degree
- Advanced organization skills a must
- Friendly, and works well with others
- Uses initiative and is a proactive problem solver
- Comfortable dealing with the public/visitors

Please respond with a Resume as well as a Cover Letter, indicating your desire to be an integral member of the Cape Cod Maritime Museum team, to:

Info@CapeCodMaritimeMuseum.org