



Gifts and Records Coordinator

Objective: The Gifts and Records Coordinator plays an integral role in coordinating the Museum's development efforts, working closely with the Director of Development and Chief Financial Officer to process gifts and memberships and generate financial reports. This position is highly administrative and is performed on a set schedule throughout the week, month, and year.

Reports to: Director of Development

Position Duties and Responsibilities:

- Coordinates all administrative duties related to the membership campaign, including solicitation letters, renewals, database updates and procedures, membership communications, and presence at community events to encourage membership sales.
- Coordinates gift entry and related financial reporting in partnership with the Finance Department.
- Serves as the primary contact for all membership inquiries, working closely with the Director of Development and the front of house team to provide excellent member stewardship.
- Maintains campaigns, funds, and appeals in Raiser's Edge database.
- Serves as a liaison with ResTech, the Museum's database partner.

Commitment to the Mission, Vision, and Values of the National Museum of Wildlife Art (NMWA):

Mission:

Impart knowledge and generate wonder through art and education.

Vision:

Inspire connections with wildlife and nature.

Values:

Integrity, Excellence, Collaboration, Transparency, Accountability, Financial Responsibility

Qualifications:

- Associate's Degree in Accounting or Database Management, preferred
- Team player, working in the best interests of the organization
- Proficiency with Raiser's Edge or other CRM database systems
- Strong computer skills, proficiency in Microsoft Office and Google Workspace
- Bookkeeping and/or financial accounting skills preferred
- Excellent interpersonal and communication skills

- Organized, detail-oriented, and self-motivated

Benefits:

Hourly non-exempt position starting at \$28 per hour; an annualized equivalent of \$58,240.

Full-time employees receive benefits including:

- Housing and Transportation Stipend - \$350 per month or \$4,200 per year
- Medical, Dental, and Vision coverage
- Life Insurance
- 403(b) Retirement Plan Contribution
- 20 PTO days
- 11 Paid Holidays

Physical Requirements:

- Ability to work in a seated environment for up to 8 hours a day
- Ability to work on a computer for up to 8 hours a day
- Ability to use the phone for extended periods of times
- Ability to operate a car

The National Museum of Wildlife Art is an equal opportunity employer and is committed to fostering a diverse and inclusive workplace. We do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected characteristic under applicable law. We believe that diversity drives innovation and success, and we welcome applicants from all backgrounds to apply.

About the Museum:

The National Museum of Wildlife Art, founded in 1987, is a Jackson Hole museum holding more than 5,000 artworks that depict wild animals from around the world. Featuring work by prominent artists such as Georgia O’Keeffe, Andy Warhol, Carl Rungius, Rembrandt Bugatti, Rosa Bonheur, Eugène Delacroix, John James Audubon, and Rembrandt van Rijn, the Museum’s unsurpassed permanent collection chronicles the history of wildlife in art from 2,500 B.C.E. to the present.

In 1994, the National Museum of Wildlife Art received the Wyoming Humanities Award for exemplary efforts in fostering the humanities in Wyoming. The Museum received its designation as the “National Museum of Wildlife Art of the United States” by order of Congress in 2008. The ¾ mile-long Sculpture Trail was designed by award-winning landscape architect, Walter Hood, and completed in 2012. More than 65,000 people visit each year, and over 3,000 children take part in our school tour programming annually. Boasting a museum shop, interactive children’s gallery, onsite restaurant, and outdoor Sculpture Trail, the Museum is located two-and-a-half miles north of Jackson’s Town Square, and two miles from the gateway of Grand Teton National Park.