

Historic Resources Specialist III Membership and Outreach Coordinator

Administration Division

Starting annual salary: \$37,389.00
Application deadline: October 26, 2020

The Mississippi Department of Archives is seeking a Historic Resources Specialist III to serve as membership and outreach coordinator in the Administration Division's development section. The position will be responsible for the Two Mississippi Museums membership program and will assist with short and long-term fundraising goals in the development office. In addition to growing and maintaining the membership program, this position will also be responsible for developing and implementing creative ways to consistently communicate with members. This position will perform several administrative tasks, including data entry and maintaining a constituent database, receiving and processing membership payments and donations, and keeping an organized filing system of members and donors. This individual will attend and participate in various meetings, including the Foundation for Mississippi History board meetings. This individual may be assigned to special projects as needed.

The incumbent must possess excellent communication skills and work well under strict deadlines. The incumbent must be responsible, organized, flexible, and detail-oriented. The incumbent must also handle multiple tasks simultaneously, solve problems, and follow written and oral instructions. Preferred skills include proficiency in Microsoft Word, Excel, and PowerPoint.

Applicant education and experience must meet one of the following criteria:

- Master's degree from an accredited four year college or university and one year of related professional experience.
- Bachelor's degree from an accredited four year college or university and two years of related professional experience.

Preference will be give to applicants with experience in fundraising, marketing, or development.

To apply for this position, submit an online application via the Mississippi State Personnel Board. For more information, contact the MDAH human resources office at 601-576-6865.

The Mississippi Department of Archives and History is an equal opportunity employer.