

Seeking Organized “Jack or Jill of all trades”

Are you a project-focused superstar, with an eye for details and excellent communication skills? Do you enjoy providing admin, fundraising, and program support? If so, Pacific Bonsai Museum wants you to join us as our Museum Coordinator!

Join a small, energetic team connecting people with nature through the living art of bonsai. As our team’s “administrative ace” you will:

Manage the database

- Enter data (or supervise volunteer); create standard and ad hoc reports; assist development staff as needed
- Process donations, memberships, event registrations and online store orders
- Maintain data integrity and systems integration

Handle correspondence

- Send gift acknowledgement letters; prepare bulk mailings
- Ship retail products
- Answer phones, respond to info@ email

Keep the books

- Make deposits, reconcile credit card statements, handle A/P and A/R
- Order, price, stock, and track inventory for our on-site and online retail operations

Engage Members

- Assist with member appeals, engagement, benefits, renewals, and stewardship

Provide General Support

- Order supplies, oversee office equipment
- Errands for banking, mailing, shopping
- Assist with donor and member events
- Oversee office systems management

Coordinate donor cultivation and stewardship

- Organize and distribute solicitation and stewardship materials
- Conduct donor prospect research; prepare prospect profiles
- Schedule donor meetings; prepare donor briefings and contact reports

Support leadership

- Create and distribute meeting notices, support materials and minutes as needed

Other duties as assigned

Qualifications

- BA, AA or equivalent.
- 2-3 years of experience in office administration preferred.
- Proficient in CRM databases, Microsoft Office, QuickBooks, and Greater Giving.
- Exceptional communication skills: listening, oral and written.
- Highly organized and detail-oriented.
- Able to coordinate and prioritize multiple projects and work proactively.
- Proven ability to work in a multi-tasking, fast-paced environment.
- Demonstrated ability to work effectively in a collaborative team manner with a dynamic range of people.

Reports to Executive Director; 30 hours per week; some evening and weekend work required; salary DOE + generous benefits package.

[Pacific Bonsai Museum](#) offers a beautiful forest work setting. Carpooling may be available.

To Apply: Please email a cover letter and resume to careers@pacificbonsaimuseum.org by 5pm Monday, June 17. Resumes will be reviewed as they are received and interviews may be scheduled before the closing date.

Pacific Bonsai Museum is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or protected veteran or disabled status.