



NATIONAL MINING HALL OF FAME AND MUSEUM

Job Description

This position is open until filled. Review of applications will begin immediately.

Title: Special Events Sponsorship Coordinator

Location: Leadville or Front Range, Colorado

Type: Part-time (30 hrs/wk) regular exempt position with benefits

Reports To: Events Manager

Starting salary: \$26,250-\$30,000 (dependent on experience)

Starting date: Negotiable, but preferably by May 1, 2019

The Special Events Sponsorship Coordinator is primarily responsible for maintaining existing sponsor partnerships and cultivating new sponsorships through relationship-building with current and prospective sponsors. The Coordinator will attend relevant community and business functions to maintain and expand the museum's presence within our local communities and the national mining industry to secure financial and in-kind support for our fundraising events (Wine at the Mine, Matchless Mine Cookout, National Mining Hall of Fame Induction Banquet, and Boom Days). The Coordinator will be responsible for communicating the museum's mission and demonstrate our ability to be an asset to the mining industry in its desire to promote a positive image of mining. The Coordinator will assist in the development of promotional materials for the museum's events and social media content.

The Special Events Sponsorship Coordinator may work outside of the immediate Leadville area (Denver Metro area ideal) with regular office days in Leadville.

Position Responsibilities:

Essential Functions:

- Develop, build, and maintain relationships with current and prospective event sponsors.
- Identify potential new sponsors for the museum's fundraising events, cultivate relationships, and initiate meetings with prospective and current corporate sponsors to pitch and secure event sponsorship.
- Attend relevant community and business functions (trade shows, conferences, etc.) to expand awareness of the museum, particularly within the national mining industry. Travel to potential sponsor businesses as necessary for face to face meetings.
- Work with the Events Manager to develop and offer unique event sponsorship benefit packages.
- Assist with the design and production of the Induction Banquet program. Sells ads for the program.
- Facilitate silent auctions, raffles, and other games of chance within the requirements of state law. Solicit and secure in-kind donations for such activities.
- Manage donor tracking, invoicing, payments, and acknowledgement processes in coordination with the Office Manager.
- Assist the Events Manager with the development of event communications, including promotional materials, press releases, social media posts, and other related activities.
- Attend and participate in all museum special events, fulfilling assigned duties for the events.
- Assist the Events Manager with other projects as assigned.



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Other Duties:

- Periodically fill in for Visitor Services Representatives during lunch.
- Handle cash while filling in for VSRs.
- Lock and unlock doors, turn lights on and off, turn security systems off and on.
- Periodically assist with programming events and other departments' functions as needed.
- Other duties as assigned.

Required Experience/Skills:

- Valid driver's license, clean driving record, and proof of auto insurance.
- Willingness to travel regionally for face to face meetings with prospective sponsors and for occasional out of state trips, including some overnights for trade shows, conferences, and our annual Induction Banquet.
- Willingness to work a flexible schedule including some evenings and weekends to facilitate museum events and be present at other required functions.
- Confident, friendly, and comfortable with networking and cold calling.
- Strong written, verbal, and interpersonal communication skills.
- Persuasive personality.
- Excellent customer service skills and the ability to develop creative donor appreciation strategies.
- Significant experience with computers, email, and Microsoft Suite. Proficiency with Adobe applications is a plus.
- Flexibility when managing multiple priorities and changing circumstances and ability to handle problems in a professional and timely manner.

Desired Experience/Skills:

- Bachelor's degree in Fundraising, Marketing, Communications, or Public Relations preferred.
- Knowledge of fundraising processes and strategic prospecting preferred.
- At least two years of success in a fundraising, marketing, event promotion, or a related position preferred.

Ability to work as a member of a team and act with firmness but diplomacy are important qualifications. The Special Events Sponsorship Coordinator should be detail-oriented and characterized by dependability and initiative.

Physical Demands:

- Must be able to lift and carry 25 lbs.
- Must be able to stand, move about, assist with set-up/strike of events, and work for long periods of time at an elevation of more than 10,000 feet.

The National Mining Hall of Fame and Museum is an Equal Opportunity Employer. Applicants for the position must be willing to submit to a background check. The NMHFM participates in E-Verify.

Applicants must complete the attached employment application form, provide a resume, and submit a cover letter stating interest in order to be considered for employment.

Applicants should send all application materials to Stephen L. Whittington, Executive Director. They can be emailed to director@mininghalloffame.org, mailed to PO Box 981, Leadville, CO 80461, sent by FedEx to 120 W. 9th St., Leadville, CO 80461, or faxed to (719) 486-3927.



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120 W 9th Street
Leadville, CO 80461
719-486-1229

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this museum? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Qualifying Questions

Have you ever visited the NMHFM? YES NO If so, when?

Have you ever visited the Matchless Mine? YES NO If so, when?

Have you ever visited Leadville? YES NO If so, when?

Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: _____ Date: _____