

## **Development Support Coordinator**

Reports to: Vice President of Development

Status: Full-Time, Exempt

Hours: M-F, 9-5p (Adjustments may be needed in order to meet deadlines or attend meetings or special events.)

### **Job Summary:**

The Development Support Coordinator is responsible for providing administrative support to the Development department and follow-up support related to major donors and sponsors. Prepare proposal and gift paperwork at the direction of the VP of Development, track benefits fulfillment, maintain prospect lists, and make follow-up phone calls to donors as needed.

### **Essential Responsibilities:**

- Work with the VP of Development to develop and maintain a major donor portfolio system to manage prospect lists, donor files, letters and other forms of communication relating to sponsorship of Museum exhibitions and programs or special development efforts while maintaining strict confidentiality.
- Prepare sponsorship and major gift proposal paperwork. Follow-up with prospective donors to ensure timely completion of pledge commitments.
- Manage Development department schedule and projects, keep projects organized and on track.
- Write gift agreements, donor fund descriptions, and other communications.
- Track and ensure fulfillment of sponsorship benefits.
- Provide support for staff and volunteer Development representatives.
- Provide support for Development and membership events.
- Assist with other Development and membership efforts.
- Other duties as assigned to aid operations of the Development department and the Museum.

### **Job Qualifications:**

- Bachelor's Degree.
- 1-3 years of fundraising experience.
- Knowledge of fundraising techniques and ethical standards.
- Excellent oral and written communication, listening, and interpersonal relations skills.
- Strong data analysis skills.
- Ability to understand the needs and interests of major gift donors in order to develop relationships between them and the Museum.
- Strong organizational and time management skills.
- Familiarity with Microsoft Office and fundraising software.

### **Essential functions (ADA):**

- Ability to communicate and interact verbally, both in person and over the phone.
- Ability to use personal computers and other office equipment effectively.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- Exerting up to 10 pounds regularly, up to 30 pounds of force occasionally and/or negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body.
- Ability to climb stairs and/or ladders.
- Ability to sit for up to 4 hours at a time.
- Ability to stand/walk for up to 4 hours at a time during special events and/or assignments.
- Visual acuity to determine the accuracy, neatness, thoroughness of the work assigned.
- Requires the ability to travel to and from job location.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and may include other duties as assigned.

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_