

Job Title: Development Coordinator

Position Description

The Development Coordinator works collaboratively to support and advance the Museum's membership program, donor engagement efforts, and fundraising initiatives. This role manages logistics and execution for cultivation and fundraising events while helping grow individual and corporate support.

Reporting directly to the Director of Development, the Development Coordinator plays a key administrative role within the Development department by expanding the Museum's membership base, strengthening engagement with current members, and cultivating meaningful relationships with new supporters.

Duties & Responsibilities

- In consultation with the Director of Development, assist with the planning, preparation, and execution of donor and member events to enhance engagement and stewardship.
- Coordinate event logistics, including catering, rentals, décor, timelines, and printed materials.
- Manage donor events in the database and coordinate online event promotions.
- Oversee and report RSVPs for member and donor events.
- Lead membership recruitment and event check-in operations at COMU events.
- Oversee membership renewal campaigns and initiatives to grow and retain membership.
- Support management of Blackbaud Raiser's Edge alongside the Development Assistant, including donor data entry and reporting analysis.
- Prepare recurring and ad hoc reports and track Development Team metrics.
- Assist with preparation of Development materials, including invitations, presentations, and donor correspondence.
- Manage member and gift recognition pages for *The Muse*, the Museum's quarterly magazine.
- Perform additional duties as assigned in support of the Museum's mission.

Minimum Qualifications

- Excellent verbal and written communication skills with the ability to work collaboratively with donors, volunteers, and staff
- Strong customer service skills and confidence interacting with members and donors
- Proficiency in Microsoft Office, including Outlook, Word, and Excel
- Familiarity with CRM software, particularly Blackbaud Raiser's Edge NXT, and willingness to learn new systems and tools
- Ability to maintain confidentiality and exercise discretion with sensitive information

- Strong organizational skills, attention to detail, and ability to manage and prioritize multiple projects simultaneously based on changing needs
- Ability to work independently, demonstrate initiative, and anticipate planning needs
- Strong team collaboration skills

Education & Experience

- Bachelor's degree preferred; high school diploma or GED required
- Preferred candidate will have 3+ years of experience in development, membership services, customer service, and/or nonprofit work

Salary & Schedule

Compensation based on qualifications and experience. Position is 32 hours per week and requires a flexible schedule, including evening availability 2–3 times per month and occasional weekend events.

Salary Range: \$35,000 - \$38,000