



TITLE: Development Coordinator
DEPT: Office of Development
REPORTS TO: Development Database Administrator
SUPERVISES: N/A
FLSA STATUS: Exempt
TOTAL HOURS PER WEEK: 40 Hours

Summary of Responsibilities:

Heritage Museums & Gardens seeks a bright and highly motivated individual to help support Heritage's fundraising operations. The Development Coordinator will be responsible for development administration, database maintenance, customer service, event and grant support, and membership assistance.

Job Responsibilities:

- With direction from the Development Database Administrator, manages and maintains the donor database including accurate data entry, maintenance, and correction for membership, donations, and event registrations using Altru software
- Supports the Development Department in the implementation of events, such as membership events, fundraising events, including staffing, attendance tracking, event collateral creation and other activities
- Staffs Member Mornings during the Main Season, April – October, welcoming members on Mondays, Wednesdays, and Fridays from 9-10am
- Assists with various aspects of solicitation (both digital and printed) and bulk mailings
- Assists the Development Department on grant administration, writing, and reporting
- Completes and manages requests for queries, imports, exports, reviews lists, mailing lists and reports.
- Provides front line membership sales and service during periods of high attendance
- Assists the Development Department with answering member queries – in-person, on the phone, and email
- Interfaces frequently with members and donors
- Maintains confidentiality of all data as it relates to Heritage Museums & Gardens and its supporters
- Other related duties as assigned

Skills Required:

- At least two years' experience in an office environment
- Excellent communications skills and judgement with the ability to maintain privacy and confidentiality
- Comprehensive knowledge of Microsoft Office
- Graphic design skills preferred with proficiency working with Canva or Adobe Creative Cloud, including InDesign, Photoshop, and Illustrator
- Obsessive about details
- The ability to work occasional weekend hours

Preferred:

- Familiarity with non-profits, data standards, and databases
- Event planning experience
- Interest in fundraising and Heritage's mission

Application Process:

Please submit the following items via email to Greg Wobst, Director of Development, at gwobst@heritagemuseums.org

Applications are welcome until the position is filled.

1. Resume
2. Cover Letter