

Don Harrington Discovery Center Position Description- November 2020

Job Title: Development Coordinator (Part-time, Non-Exempt)
Reports to: Director of Advancement

The Development Coordinator supports the Director of Advancement in the successful collaboration and implementation of DHDC's Development plan including donor cultivation, stewardship and contributed revenue to the institution through donations, special events, community partnerships and grants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Development:

- Assist in researching, identifying, and cultivating donors.
- Support & Manage the implementation of the donor stewardship plan including weekly acknowledgment letters and coordination with Marketing Department to ensure donor recognition.
- Assist in the creation and distribution of annual fundraising campaigns, event sponsorships and communication.
- Develop community partnerships to cover costs of programs and events.
- Represent DHDC at appropriate functions during the year.
- Assist in planning and executing DHDC's annual special events to meet the institution's revenue targets and strategic goals.
- Provide assistance to the Director of Advancement in gathering materials and information for grant proposals and solicitations, and drafting grant proposals.
- Assist in evaluating, improving, and creating fundraising materials.
- Promote growth of the membership base, including managing membership promotions.
- Assist the Director of Advancement and other staff to implement a comprehensive fundraising plan to achieve the Discovery Center's financial and programmatic goals.
- Work with DHDC Directors/staff to coordinate and participate in community outreaches including setting up booth/area, working the event, and breaking down.
- Manage VIP passes, memberships, and other community donations.

Administration:

- Assist in coordination of event planning with appropriate team members to ensure smooth event planning and procedures, including marketing dissemination, scheduling, and promotion.
- Assist in collectively managing and updating the museum's donor and member database in Altru, including removing duplicates, update information, enter data, run reports, etc. in Altru database.
- Maintain updated and accurate mailing lists of donors, members, and supporters.
- Communicate effectively with all staff to keep DHDC operations, programming, and events running smoothly.
- Provide the Director of Advancement with a weekly report of work and progress.
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree from an accredited college or university required, or commensurate job experience.
- Experience or interest in event planning, logistics, and/or management.
- High level of integrity and discretion
- Superior verbal and written communication skills, with the ability to articulate the value of the Discovery Center to the community.
- Strong computer skills, including word processing, spreadsheet, database, email, and content management web software.
- Strong awareness of, and established connections in the community.
- Excellent organization abilities, including managing simultaneous projects and keeping track of details.
- Detail oriented and excellent organization abilities.
- Desire and commitment to grow professionally and continually improve knowledge and skills.
- Ability to work within a high energy, collaborative team environment.

COMPENSATION:

Pay is commensurate with experience. Part time 15 to 25 hours a week.

HOW TO APPLY FOR THE POSITION:

Please send a cover letter and resume to the Director of Advancement, Regina Ralston, at rralston@dhdc.org (subject line: Development Coordinator).