



Development Department
Development Coordinator Job Description
Salary Range \$50,000 - \$55,000

Position Summary:

This key position primarily provides administrative support to the Development Department team members for fundraising activities, major donor giving, special events, foundation relations, and corporate giving. This role also manages facilities rentals at the Museum.

Duties and Responsibilities:

- Oversees facilities rentals at the Museum including customer outreach, managing rental contracts, and event details.
- Produces fundraising reports in the CRM database Altru and in Power BI.
- Works with the Accounting Department to reconcile department expenses.
- Edits and proofreads proposals, letters, and print materials for CEO and CDO.
- Responsible for meeting preparation, attendee management, room-set up and clean up.
- Manages projects as needed for CEO, CDO and Development team members.
- Assists with signature events and other fundraising events.
- Schedules Department meetings and CDO and other team members' appointments as needed.
- Maintains discretion and confidentiality in relationships.
- Other duties as assigned.

Required Skills:

- Basic knowledge of event management and planning.
- Understand budgets and how invoices are processed.
- Knowledge of MS Office (Word, Excel, PowerPoint, Outlook, Access, and Visio)
- Ability to learn CRM Altru (training provided).
- Flexibility to work in a mission-driven, fast paced environment.
- Able to multi-task and work under deadlines.
- Handle confidential matters with discretion.
- Act as the gatekeeper to Development for board members, donors, and the public.
- Ability to work independently on projects.
- Must have strong written, verbal communication, administrative and organizational skills.

Physical Requirements:

- Regularly spends long hours sitting and using office equipment.
- Events may require long hours standing.
- Occasionally lifts 5-10 pounds.

Reports To:

- Assistant Director of Development & Stewardship and the Chief Development Officer

Qualifications and Experience:

- College degree preferred.
- At least 2+ years' experience at the Administrative Assistant level or higher.

Please submit your inquiries to Tamara Savage at jobs@hnh.org.