



## **DEVELOPMENT COORDINATOR**

The Development Coordinator is a full-time position that serves as a key member of the Development Team. This position shares responsibility for meeting annual goals for fundraising and donor engagement for individuals and groups. This position reports directly to the Associate Director of Development and is primarily responsible for supporting all aspects of the museum's day-to-day and annual activities to build relationships and secure funds from individual donors, foundations, and other sources of support. Primary tasks include recording gifts and generating acknowledgement letters; processing memberships; generating queries, lists, and reports; managing the donor database; assisting with event logistics; and providing administrative and data management support.

*Due to the nature of the work, telecommuting is limited and based on HD policy.*

### **Essential Duties and Responsibilities**

#### **Gift/Data Entry and Database Management**

- Enter daily gifts and membership payments into the Altru database.
- Use Altru database to record, track, monitor, and analyze gifts and donor information, and report on results.
- Generate timely gift acknowledgement letters.
- Generate lists and letters in support of monthly membership renewal requests.
- Conduct daily, quarterly, and annual reconciliations of gifts received in coordination with the business office.
- Provide ongoing maintenance of Altru database and ensure overall data integrity.
- Generate statistical reports on donors, members, and fund performance.

#### **Donor Communications, Appeals and Events**

- Prepare segmented mailing lists and data files for direct mail vendors in support of annual solicitations, membership appeals, events, and other external communications.
- Assist with writing and producing print and digital fundraising materials for external audiences in conjunction with other members of the Development team.
- Provide support for drafting, editing, proofreading and submitting proposals, reports and other communications materials to donors.
- Assist with the planning and implementation of donor events, including preparing event communications and supporting effective follow up and acknowledgment activities.
- Respond in a timely manner to donor inquiries through telephone, written correspondence, and personal contact.
- Serve as an ambassador for the organization by engaging the public as possible donors and volunteers when representing Historic Deerfield at on-site and off-site events and activities.



## **General Administration**

- Prepare data files for direct mail and digital mass communications activities.
- Proofread and update acknowledgment and renewal letters.
- Conduct research on donors and prospects as needed.
- Support event logistics: collect registrations, generate nametags, collate participant materials, and assist with event production (including setup and takedown).
- Provide administrative support to other members of the development staff by managing office and postage machine supplies, and scheduling meetings and calls as requested.
- Support major giving efforts by recording, compiling and presenting donor research reports.
- Assist in the preparation and submission of grant reports and proposals, as needed.
- Perform other duties as assigned.

## **Requirements**

### **Skills**

- Exceptional communication and interpersonal skills.
- Data literacy skills, with competence in finding, manipulating, managing, and interpreting data.
- Good writing and editing skills.
- Proven ability to work within dynamic teams and build strong relationships with colleagues, and the ability to interact and work effectively with Directors, Board members, front-line staff, donors, and funding agencies.
- Ability to work with minimal supervision, handle multiple tasks, and manage demanding situations effectively, while showing initiative and being anticipatory rather than reactive.
- Effective time management and work organization skills, with a high attention to detail.
- Excellent computer and technology skills, including facility with Internet navigation, social media channels, databases, and Microsoft Office suite.
- Commitment to fundraising ethics and respect for confidentiality of donor information.

### **Education and Experience**

- Bachelor's degree in a related field.
- Minimum of one year of experience in a related position.
- Knowledge of the basic principles and practices of fundraising.
- Demonstrated proficiency using data entry systems and databases (Altru preferred).

## **Salary and Benefits**

Salary: \$38,000-\$42,000/year, depending on experience.

Benefits: Historic Deerfield offers a competitive benefits package.



### **Application Instructions**

To apply, please send a cover letter explaining qualifications, resume, and contact information for three professional references to [jobs@historic-deerfield.org](mailto:jobs@historic-deerfield.org). Please send all materials as attachments to an email with the subject of "Development Coordinator Search." No phone calls, please.

### **ABOUT HISTORIC DEERFIELD**

Historic Deerfield, Inc., a not-for-profit museum of American history and art in western Massachusetts. Historic Deerfield is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.