

DEVELOPMENT COORDINATOR

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Cape Fear Museum, Airlie Gardens **REPORTS TO:** Department Director

CLASS SUMMARY

Designs, implements and manages a comprehensive fundraising program to generate operating and capital funds for the Cape Fear Museum or Airlie Gardens.

DISTINGUISHING CHARACTERISTICS

The Development Coordinator is a stand-alone classification.

TYPICAL CLASS ESSENTIAL DUTIES

- Works with the department director and board of directors to create a long-range development plan encompassing donor markets (including individuals, memberships, corporations, foundations and government sources) and development strategies (including events, sponsorships, direct mail, telephone appeals and personal solicitation).
- Designs and implements effective solicitation/campaign strategies to achieve annual appeals, capital campaigns, special events;
- Directs membership programs;
- Conducts research, writing, and presentations for corporate sponsorships and corporate contributions;
- Prepares foundation and government grant proposals;
- Reports to the department director and board of directors on fundraising efforts; provides statistical reports on developmental activities;
- Liaisons with the board of directors for all development-related committees and fundraising activities;
- Oversees processing of contributions and maintenance of contributor databases and donor files;
- Manages revenue and expense budgets;
- Recruits and trains fundraising volunteers;
- May supervise public relations and fundraising staff;
- Participates with department staff in the planning and implementation of exhibits, programs and public relations activities.
- Performs other duties of a similar nature or level;
- Performs work during emergency/disaster situations and may serve as museum director in director's absence.

POSITION SPECIFIC DUTIES

The position at Cape Fear Museum

- Manages staff and activities of the 501(c)(3) organization, including membership, volunteers and gift shop.

KNOWLEDGE AND SKILLS

Knowledge of:

- Non-profit culture;
- Marketing and public relations techniques;
- Budgetary principles;
- Funding sources and fundraising options, procedures and strategies;
- Department-specific practices, protocol and ethics;
- Team building.

DEVELOPMENT COORDINATOR

Skill in:

- Cultivating and soliciting donors;
- Thinking strategically and creatively;
- Leadership and program management;
- Working with people of all ages and backgrounds, both independently and as part of a team, and with boards, committees, donors and volunteers;
- Managing multiple requirements simultaneously;
- Database management;
- Writing clearly and persuasively to produce effective development materials, including proposals and case statements;
- Planning and executing events.

TRAINING AND EXPERIENCE

Bachelor's degree in Marketing, Fundraising, Business Administration, Public Administration or other appropriate field and 5 years experience of development experience in a non-profit setting; or an equivalent combination of education and experience demonstrating success with annual fund campaigns, capital campaigns, corporate giving, foundation support, individual giving, planned giving, donor relations, membership building, and special events. Work experience is a similar setting a plus.

LICENSING/CERTIFICATION

Valid NC Driver's License

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Positions in this class typically require: fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents may be subjected to travel.

GENERAL INFORMATION

FLSA Status: Exempt

Class Spec Established/Revised: E 10/02; R11/04