

Development Coordinator



INCUMBENT: Vacant
REPORTS TO: Director of Sales & Guest Operations
LOCATION: Bowling Green, KY
STATUS: Full-time, Exempt
DATE: Open Until Filled

DESCRIPTION

The Development Coordinator assists in developing, establishing, and carrying out effective multi-year fundraising programs to support the on-going programs, projects, and activities of the National Corvette Museum (NCM). Specific roles of focus include furthering a culture of philanthropy at the Museum, building and maintaining donor relationships, and maintaining records from individuals, foundations, corporations, and others to support the Museum's mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Identify, cultivate, solicit, and steward gifts through personal visits, phone calls, correspondence, and other campaigns and events.
- Maintain personal contact with a range of constituents to provide information concerning gift and engagement opportunities to develop their interest and support.
- Manage and track activity, collaborate in the development of gift agreements and stewardship.
- Make recommendations for solicitation strategies to accomplish fundraising goals. Help create targeted appeals or specific strategies for departments, centers, or programs.
- Research customer discrepancies and past-due amounts with the assistance of the accounting department and other team members.
- General data entry in data management systems and monitoring of data for completeness and accuracy.
- Process all event and campaign related data, ensuring accurate record-keeping and monthly reconciliations.
- Generate reports as needed.
- Coordinate logistical aspects of fundraising and other VIP events.
- Maintain a high level of service by responding to inquiries both internally and externally in a knowledgeable and timely manner.
- Assist with fundraising strategy, working closely with Marketing & Communications.
- Prepare and/or assist with preparation of communication materials to aid in securing major gifts and to support donor engagement.
- Ensure donors are thanked in a timely manner.
- Ensure preparation of materials for charitable events, such as fundraising envelopes, bid sheets, gift bags, etc.
- Responsibilities are not all inclusive, additional duties may be assigned.

EDUCATION/EXPERIENCE

Required

- Associate degree.
- Minimum of 1 year work experience in administrative office experience or project coordination experience.
- Minimum of 5 years' experience in customer service and relationship cultivation.

Preferred

- Non-profit experience.
- Project management experience.
- Digital event production experience.
- Design skills, preferably in Canva or similar.
- Knowledge of email marketing basics.
- Proficient in Microsoft SharePoint system.
- Proven ability to respond quickly to changing ideas, responsibilities, expectations, and strategies.
- Fundraising Certification or other nonprofit certifications.

QUALIFICATIONS

- Knowledge of federal guidelines regarding tax advantages for different types of contributions by potential donors preferred but not required.
- Demonstrated ability to build strong customer relationships.
- Exemplary communication skills and presentation skills and ability to demonstrate these at all levels.
- High level of commitment to team, mission, and company values.
- Knowledge of Blackbaud systems preferred but not required.
- Experience in event planning, organizing, consultation and event management preferred. Proficient in using web conferencing software (Zoom, Microsoft Teams etc.).
- An extremely organized, disciplined, self-directed, hands-on, and process-oriented individual.
- Ability to work in a team environment and interact with all levels of NCM staff, volunteers and the public.
- Willingness to work in an atmosphere requiring flexibility and change.
- Ability to manage and prioritize multiple tasks with attention to detail while meeting deadlines.
- Unquestioned personal and professional integrity with assertiveness, presence, and confidence.
- Commitment to continued professional growth and development.
- Proficiency in Microsoft Office Suite. Advanced knowledge and skill with these programs are preferred. These skills are subject to testing.
- Willing to travel as needed (approx. 5% of this role will be domestic travel).
- Valid state driver's license required.

ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to sit at a desk for one or more hours at a time.
- Ability to lift and carry up to 10 lbs.
- Ability to operate computer and other office equipment.
- Ability to transport materials and other supplies to and from meetings and events.
- Must have sufficient mobility to move around the office and Museum.