



Title: Development Coordinator

Status: Full Time, Benefited

The **Development Coordinator** is a key position at The Wild Center and is often the face or voice to its many passionate supporters. This person is responsible for the programmatic coordination of fundraising activities such as stewardship and engagement of donors, coordinating outreach to members, and assisting with membership and the annual giving program. The Development Coordinator is the chief administrator of the museum's database of record which is maintained on the Altru platform. S/He assists in identifying and recruiting efforts to increase relationships and participation of volunteers and donors and will help to implement and coordinate activities designed to increase donations, membership, and engagement with the museum. S/He will report to the Deputy Director.

The Coordinator must possess database skills, or a willingness to learn, and prepare board level materials, take notes and prepare minutes after meetings, and process acknowledgements, proposals, and gift agreements. The position oversees data entry and reporting, produces data and regular reports to monitor donations and works with the Development Team in tracking performance metrics and review the engagement of donors.

The position also works directly with vendors, colleagues, and other museum staff for member/donor events and activities. Attendance at events during and after regular office hours and weekends will be necessary.

Responsibilities:

- Chief administrator of database of record, Altru
- Assist other staff in the most efficient use of Altru
- Process memberships and donations and enter information into the Altru database
- Create queries, reports and mailing lists as needed using Altru
- Help oversee the annual giving program
- Conduct donor and prospect research and prepare project/prospect briefings and reports for the Deputy Director, other staff and board members
- Assist with donor stewardship activities
- Assist with membership and annual giving appeals
- Prepare donor and member acknowledgments

- Maintain current donor lists
- Act as a board liaison
- Other duties as assigned

Experience:

Minimum of one to three years of administrative assistant and/or development experience.

Knowledge, Skills, and Abilities:

- Excellent written and oral communication skills.
- High degree of attention to detail.
- Must be able to work collaboratively in a team based environment.
- Excellent telephone, email, communication and word processing skills.
- Ability to properly handle confidential donor, member and prospect records.
- Collaborative and able to interact effectively with both external and internal audiences and capable of building strong work relationships in a complex environment.
- Ability to work in a fast-paced, multi-tasked environment, prioritize tasks, think proactively, and work independently, using good judgment and experience to make decisions.
- Utilize software to create and present documents, charts, graphs and spreadsheets.
- The successful candidate will need to think independently, contribute as a problem solver, handle complex tasks while maintaining deadlines, be well organized and able to multitask, communicate clearly, have proficiency with various software packages (Google Docs & Microsoft Office).
- Able to work with figures and manage budgets.

Preferences:

Prior experience in fundraising/development environment is preferred. This is a full-time position; some evenings and weekends required.

To Apply

Send a resume, writing sample, and cover letter to careers@wildcenter.org or mail The Wild Center, Attn. Human Resources, 45 Museum Drive, Tupper Lake, NY 12986.

The Wild Center is an Equal Opportunity Employer.