



Development and Donor Relations Coordinator

Position Summary:

The Development and Donor Relations Coordinator is responsible for supporting the fundraising and donor engagement efforts of the museum. This includes processing and acknowledging gifts, memberships, managing donor communications, coordinating special events, and supporting the execution of grant applications and reporting. The ideal candidate will demonstrate exceptional organizational skills, attention to detail, and a strong understanding of donor stewardship practices.

We are looking for individuals to join our team who are inspired by our mission to ignite and sustain curiosity for art. We believe that difference is a strength and are looking for candidates that reflect and respect diversity. We encourage you to apply for the position even if you do not believe you meet every qualification.

Key Responsibilities:

- Process and acknowledge all donations and memberships promptly and accurately in the Altru database.
- Ensure proper donor gift allocation; contact donors for clarification when needed.
- Manage and maintain donation records and organize filing systems by event, donor type, and fiscal year.
- Coordinate with Finance/Bookkeeper for gift deposit processing.
- Prepare and send acknowledgment letters monthly, scanning batches for auditing purposes.
- Maintain communication with members, donors and Board members regarding pledge and sponsorship updates.
- Coordinate the design, printing, and mailing of the Annual Appeal in fall and spring, including follow-up e-blasts and donor outreach.
- Manage donor outreach to maximize participation and increase giving levels.
- Collaborate with staff to produce a high-quality, printed Annual Report for distribution.
- Plan and execute donor cultivation events and other development-related gatherings.
- Lead sponsor solicitation in special events
- Develop and maintain strong relationships with donors, ensuring regular communication and personalized recognition for gifts over \$1,000.
- Track donor engagement, including significant increases or changes in giving, through Altru.
- Manage the grant application and reporting schedule, including submission of proposals and required documentation.
- Maintain strong relationships with granting organizations, ensuring alignment with funding priorities.
- General office administration.

Required Qualifications/Preferred Skills:

- Bachelor's degree in Nonprofit Management, Business Administration, Arts Administration, or a related field OR 2+ years of experience in development, fundraising, or donor relations.
- Proficiency in donor management systems (Altru experience preferred).
- Excellent written and verbal communication skills. Public speaking.
- Strong organizational skills and ability to manage multiple projects simultaneously.
- Strong interpersonal skills.
- Familiarity with nonprofit financial practices and audit requirements.
- Graphic design experience with Canva or similar platforms for creating mailers and invitations.
- Knowledge of best practices in donor stewardship and data management.

This role is an integral part of the museum's Development team, ensuring the continued growth and sustainability of its mission through effective donor engagement and support.

Additional Information:

The target salary range for this position is \$45,000 to \$55,000. The actual salary offered is based on the qualifications and experience of the selected candidate. Send your resume and cover letter to AAM Director Charlotte Potter Kasic at ckasic@academyartmuseum.org

Timeline:

AAM is accepting applications through January 15, 2025. The ideal start date for this position is February 15, 2025 however this date is flexible.