

Job title	<i>Development Coordinator</i>
Reports to	<i>Director of Development & Marketing</i>
Classification	<i>Full-time Salary Non-Exempt</i>

Job purpose

The Development Coordinator supports the mission and vision of the Art Association by working to enhance and support fundraising efforts with the Director of Development & Marketing. The applicant organizes membership activities to promote strong relationships with the Art Association’s donor base by coordinating updates and distributing information to current and prospective members. The applicant offers support for the operations of the Development Department through database management. The Development Coordinator executes administrative tasks related to communications and brand awareness.

Duties and responsibilities

- Organize membership activities to promote strong relationships with the Art Association's donor base.
- Update and distribute information to current members as well as prospective members.
- Manage a membership database.
- Oversee membership customer service to ensure member satisfaction.
- Consistently work towards retaining and acquiring members by implementing renewal tactics, pitching membership at classes and events, and researching new ways to support a thriving membership program.
- Manage & update Development CRM database by entering gifts & pledges, and performing donor prospect research and analysis.
- Support development team with on- and off-site needs; mailings, printings, scheduling meetings, and gathering supplies.
- Support communications by listing events on community calendars such as JH News and Guide, Wyoming Public Media, JH Chamber of Commerce.
- Distribute Development marketing materials as needed (membership/class/events cards, flyers, etc).
- Other duties as assigned.

Qualifications

- Bachelor’s degree
- 3-5 years related experience preferred
- Commitment to excellence; high level of accountability
- Excellent written and oral communication skills
- Strong organizational, problem-solving and analytical skills
- Attention to detail

- Passion, enthusiasm, focus, creativity, positive outlook
- Proficiency on Apple operating systems, Microsoft Office suite

Working conditions

Salaried nonexempt employees receive a salary rate for a fixed number of hours. However, when they exceed the fixed number of hours and work more than 40 hours in a week, they receive overtime compensation. A non-exempt employee is entitled to pay at the rate of one and one-half times their regular rate of pay for any hours worked in excess of 40 hours a work week.

Physical requirements

Ability to perform sedentary work. Visual acuity necessary to utilize a computer monitor throughout the course of a normal workday. Ability to perform repetitive keyboarding activities and operate general office equipment. Ability to communicate verbally, both in person and over the telephone. Ability to lift, push, and pull up to 60 pounds. Ability to stand and walk for long periods of time. Ability to work outside in rain, wind, cold or heat.

Approved by:	<i>Jennifer Lee</i>
Date approved:	<i>11/10/23</i>
Reviewed:	<i>11/10/23</i>