

# the Columbia Museum of ART

## **JOB TITLE: DEVELOPMENT COORDINATOR (FULL-TIME)**

### **PURPOSE:**

To provide administrative support to a four-person team working to advance the Columbia Museum of Art's (CMA) mission by ensuring sustainable funding for the organization's work.

### **POSITION DESCRIPTION:**

Do you get excited about creating organized systems? We do, too! The Development Coordinator is the glue of the Development department, coordinating administrative functions, creating consistency through standard operating procedures, and providing foundational support to help our fundraising efforts soar. A great candidate for this role will thrive in routine and understand that details make the difference, thinking critically to help the Development team put their best foot forward. You will have the chance to work with a team that can be high energy, likes to dream big, and is dedicated to welcoming people to arts and culture experiences. Our teammate will get excited about data, project management, and to-do lists, while learning and having fun in an arts environment. This role reports to the Chief Development Officer.

### **DUTIES & RESPONSIBILITIES:**

- Support the donation/membership process and produce acknowledgement letters and pledge reminders weekly.
- Process incoming donations, credit card payments, and membership revenue.
- Help us connect with donors by supporting key mailings in the department. From thank you notes to important appeals, you will coordinate materials and donor lists, making sure they are sent and tracking their outcomes.
- The CMA Affinity groups are caring supporters of the museum, and this role will assist with tasks tied to their meetings, fundraising events, and efforts.
- Support the Development team and their work with museum events by sending reminders, compiling guest lists, overseeing key logistics, tracking attendance, and coordinating with museum colleagues to ensure a great experience for all.
- Maintain inventory of department supplies and coordinate with Business Office for ordering as needed.
- Achieve proficiency in Blackbaud Altru database, SharePoint, iWave, MS Office 365, Basecamp Platform, and any other database/software used for development functions.
- Working with Database Administrator, regularly manage updates to constituent database.
- Manage portfolio reports and donor toolkit for Development team.
- Assist with entering data, notes, pledges to database.
- Assist Database Administrator in tracking systems and reporting for Development revenue goals.
- Other related duties as assigned.

### **POSITION REQUIREMENTS:**

- Great with organization, time management, the ability to manage multiple tasks, define and set priorities, and problem solve.
- Enthusiasm and a commitment to the mission and vision of the museum, including its established experience promises, and be an advocate for the CMA.
- Excellent customer service skills, including outreach via phone and email.
- Excellent written and verbal communication skills.
- Associates degree or higher preferred, with experience related to office administrative support; Prior nonprofit work experience a plus.

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- Proficient with Microsoft Office 365, working with databases, and internet research.
- Understands that collaboration is important and seeks to make it successful.
- Ability to take initiative with projects and to work independently.
- Maintains the highest professional and ethical standards for self, donors, and the museum.
- Be a positive person who consistently interacts courteously and respectfully with both internal and external individuals.
- Must have a demonstrated commitment to the practices of diversity, equity, access, and inclusion.
- Ability to work occasional night and weekend events at the museum, such as exhibition openings, concerts, and artist talks.

**Job Type:** This is a Full-Time, 40 hours per week, Non-Exempt position. Occasional evening and weekend hours required.

**Contact:** The Columbia Museum of Art is an Equal Opportunity Employer, committed to diversity, accessibility, equity, and inclusion. Confidential inquiries, applications, and recommendations are welcome. Please email cover letter and resume to Mrs. Jeanna Dixon-McCray, at [jdixon-mccray@columbiamuseum.org](mailto:jdixon-mccray@columbiamuseum.org) with “Development Coordinator” in the subject line.

**Salary Range:** \$31,998 to \$47,998, plus benefits, commensurate with experience and qualifications.