



Position Title: Development Coordinator for Data and Donor Stewardship

Location: The INNOVATE is under construction at this time. All work will be remote with weekly in-person or zoom meetings scheduled. When construction is complete the position will be full-time on-site at The Innovate in Palm Beach.

Position Type: Full Time (40 hours per week), At-Will

Classification: Exempt/Non-Exempt

Salary: \$50,000

Reports To: Senior Director of Philanthropy

Department: Development

Website: www.theinnovate.org

Palm Beach Cultural Innovation Center at The INNOVATE Palm Beach

The INNOVATE will be Palm Beach's premier waterfront arts and cultural center, set to open to the public for the 2024-25 season. Our mission is to inspire audiences of all ages, deepen human connection through arts, and sustain economic growth as Palm Beach's world-class performing arts and event venue.

The INNOVATE's 24,000 sq. ft. multipurpose space will host year-round performing arts, educational outreach, and community and social programming. The state-of-the-art venue will include fully configurable, 400-seat jewel box theater and full-service catering kitchen, available for events all year round. Whether it's welcoming international artists to our stage, or forging space for play, experimentation, and learning. The INNOVATE will highlight Palm Beach as a center for culture and creativity.

Job Description:

The Data and Donor Stewardship Coordinator plays a crucial role in managing and enhancing the organization's donor relationships, as well as maintaining and optimizing the use of data related to donors and fundraising activities. This position requires a strong attention to detail, excellent communication skills, and proficiency in data management and analysis. This is a full-time position with occasional evening and weekend work required for special events and performances. The role may involve some local travel for donor meetings or events.

Key Responsibilities:

- **Data Management:**
 - Maintain accurate and up-to-date donor databases, ensuring data integrity.
 - Perform data entry, data cleaning, and data segmentation for targeted fundraising efforts.
 - Generate regular reports and analytics to track donor trends and campaign effectiveness.
- **Donor Stewardship:**
 - Develop and implement donor stewardship strategies to cultivate and retain donors.
 - Coordinate acknowledgment letters, thank-you notes, and other communication materials.
 - Assist in creating and managing personalized donor recognition programs.
- **Gift Processing:**
 - Process donations accurately and efficiently, ensuring compliance with financial regulations.
 - Reconcile donor records with financial data to ensure accuracy.
 - Generate receipts and tax-related documents for donors.
- **Donor Communication:**
 - Assist in creating content for donor newsletters, emails, and fundraising campaigns.
 - Respond promptly and courteously to donor inquiries and requests.
 - Maintain donor communication schedules and follow-up activities.
- **Prospect Research:**
 - Conduct research to identify potential major donors and grant opportunities.
 - Compile donor profiles and briefings for fundraising efforts.
 - Assist in donor prospecting and outreach.

- Compliance and Reporting:
 - Ensure compliance with relevant data protection and fundraising regulations.
 - Assist in preparing reports for leadership and board meetings.
 - Collaborate with the finance team to reconcile financial records.
- Administrative Support:
 - Provide administrative support to the fundraising team, including scheduling meetings and maintaining records.
 - Help organize donor events, meetings, and campaigns.
 - Work closely with box office on concierge ticket fulfillment.

Qualifications:

- Bachelor's degree in a related field (e.g., nonprofit management, data science, communications) with 3+ years of experience.
- Previous experience in fundraising, development, or nonprofit organizations is preferred.
- Proficient in Microsoft Office suite (Word, Excel, PowerPoint) and Google Suite.
- Proficiency in database management software and donor management systems.
- Excellent written and verbal communication skills.
- Excellent organizational and time management skills, with the ability to handle multiple tasks and deadlines.
- Problem solver, detail-oriented and highly attentive to accuracy and data integrity.
- Positive attitude and ability to work both independently and collaboratively within a team-oriented environment.
- Customer service experience.
- A passion for the arts and a belief in the mission and values of the theater.

Benefits:

We offer a competitive salary and comprehensive benefits package including health and dental, opportunities for professional development and growth and to be part of a vibrant artistic community.

To apply, please submit your resume and a cover letter detailing your relevant experience and explaining your interest in the position at Jobs@TheINNOVATE.org. Please use subject line – Development Coordinator.

The INNOVATE is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and applicants. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by law. The INNOVATE will not tolerate discrimination or harassment based on any of these characteristics.

Updated 11/22/2023