

SANTA BARBARA MUSEUM OF ART

DEVELOPMENT COORDINATOR

Schedule: Full-Time status at 40 hours per week.

Starting Salary: \$20 - \$22 per hour. This position is eligible for a competitive benefits package including vacation, sick time off and holidays, and insurance plan participation including medical/dental/vision, retirement, and more.

JOB DESCRIPTION

The Santa Barbara Museum of Art (SBMA) is seeking a full-time, self-motivated, team-focused, and detail-oriented Development Coordinator.

The Development Coordinator is an integral member of Santa Barbara Museum of Art's Development team. The Development Coordinator serves as the backbone of the operation by overseeing all administrative processes to manage the Museum's donor relationships. Additionally, the Development Coordinator will manage the department calendar and donor records; write acknowledgement letters and other correspondence; assemble proposals and reports; track donor and prospect data; conduct research and prepare materials for donor meetings; facilitate donor stewardship; provide coordination support for member and donor events, and administrative support for Development-related Board committees.

The Museum is in the late stage of an exciting \$50 million renovation featuring 11 rebuilt galleries and brand new, dedicated exhibition spaces for contemporary art, photography, and new media. We hope you'll join our dynamic team of museum professionals as we support the mission of the Santa Barbara Museum of Art!

MINIMUM REQUIREMENTS

Qualified candidate must be extremely detail-oriented and work to ensure delivery of impeccable donor services.

The position requires a strong teamwork ethic; excellent written and oral communication skills; organizational skills with close attention to detail and accuracy; and the ability to coordinate with a variety of departments to plan and implement concurrent projects and tasks.

B.A. and a minimum three years of professional experience required, ideally in a nonprofit environment; and strong technological literacy. Experience with a donor database system, specifically, The Raiser's

Edge, as well as, Adobe suite a plus. Must maintain a high level of discretion and confidentiality. A background check is required.

To Apply

Send cover letter, resume, and application to:

Email: hr@sbma.net (preferred)

Fax: 805-966-6840

Mail: Santa Barbara Museum of Art, 1130 State Street, Santa Barbara, CA 93101

[Download an application](#)