

KNOXVILLE
MUSEUM OF ART



Job description: Part-time Development Coordinator

Reports to: Assistant Director of Development

Posted: April 5, 2024

The Knoxville Museum of Art is currently hiring for the position of Part-time Development Coordinator. The position requires approximately 20 hours per week with a flexible work schedule and a \$16-18 pay range based on experience. The job responsibilities are as follows:

- Process donor contributions, perform data entry, and maintain donor records
- Timely processing and mailing of thank you letters and gift receipts
- Provide administrative support for membership fulfillment and renewal processes
- Support development staff by maintaining inventory and production of fundraising materials for memberships, sponsorship proposals, and stewardship impact reports
- Work with department directors to draft grant proposals in the \$1,000-\$2,500 range
- Assist with special events such as member openings, behind-the-scenes tours, and donor receptions
- Research donor prospects and funding opportunities that align with the museum's mission
- Implement the stewardship process for donor birthday and holiday cards, gifts, etc.
- Perform other administrative duties as needed

The ideal candidate for this position should possess a Bachelor's degree or have 2-4 years of experience working in an administrative role, preferably at a non-profit organization. Excellent written and verbal communication skills, as well as strong organizational and time management abilities, are required.

The candidate must be proficient in Microsoft 365 programs such as Word, Excel, Outlook, and PowerPoint, and have experience with constituent relationship management (CRM) software. Knowledge of Canva, Constant Contact, Eventbrite, or other specialty software is a plus.

To apply for the position, please send a cover letter, resume, and three professional references to info@knoxart.org. The museum will only accept resumes via email.