2/10/2020, Immediate opening for Development Coordinator

*Full-time*

$23-$26 hourly, based on experience and with potential for rapid advancement.

401k and health benefits included

Maritime Museum of San Diego

1492 North Harbor Drive, San Diego Ca. 92672

Contact: Kelli Lewis, klewis@sdmaritime.org

**OVERVIEW:**

Development coordinator works closely with the development director to maintain donor relations on both the individual and foundational level, which includes events and communications. The coordinator manages the Abila fundraising 50 data base for all monitory donations, specifically tracking of major gifts, annual appeals, planned giving. The Maritime Museum is in the beginning stages of a capital campaign and the coordinator position will be part of the administrative support for this effort. This position has potential for advancement to the director position.

**TASKS:**

- Input data into CRM (Abila fundraising 50) for donations
- Generate thank you and tax letters for donors
- Generate analytical reports on campaign effectiveness
- Track and collect matching corporate donations
- Provide clerical support for capital campaign (scheduling meetings, updating paperwork, attending meetings)
- Cultivate major donors through intentional interaction/relationship building events
- Organize and update development appreciation swag/donor gifts
- Track all donor interactions on Abila Fundraising 50.
- Provide assistance with fundraising and fulfillment events including taking rsvp’s
- Contribute to publications to support stewardship/fund raising activities (*Full and By* newsletter and appeal letters)
- Update gift recognition displays
- Assist with annual fund mailings
- Collect data for tracking appeal ROI
- Monitor the planned giving queries via e-mail
- Assist with grant documentation and recordkeeping
- Relate and interact with donors and volunteers to maintain good communication
- Collaborate with other marketing, public events and membership staff as necessary
QUALIFICATIONS:

- College graduate or commensurate administrative experience with desire to explore development/community affairs as a career.
- Working knowledge and ability to use Abila fundraising 50 CRM data base, preferred.
- One to two years experience in development and fundraising preferred.
- Ability to learn and master back-office operations for all areas of fundraising (foundations, events, individuals and corporations) and communications.
- Be an advocate for the museum and its mission.
- Strong interpersonal, writing and computer skills, Word, Power Point, Excel.
- Possess the skills and initiative to work with and motivate staff, board members and other volunteers positively to accomplish goals.
- Have own transportation.
- Front Office demeanor and skills.
- Be organized and exhibit “follow through” on tasks and goals without direct supervision.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence and good listening ability to build relationships with donors and members based on trust and integrity.