



## POSITION DESCRIPTION

**Title:** Development Officer (coordinator level)

**Reports To:** Senior Development Manager

**Summary:** Responsible for maintaining the donor stewardship activities and database systems for the museum; grant writing and donor cultivation; and events and special campaigns as needed.

**Supervisory Responsibilities:** None at this time

**Employment Classification:** Full-time, FLSA exempt status.

### General Responsibilities:

- Process all monetary gifts received for the organization and coordinate deposits with the finance department.
- Track all pledges and mail invoices as needed.
- Generates and coordinates thank you letters for all gifts and follow-up to ensure letters were received.
- Serves as project manager for special events in coordination with appropriate departments.
- Research donation and sponsorship opportunities.
- Support the Senior Manager with preparing and proofreading of reports, forecasts and other written materials as needed.
- Participate in the cultivation of the museum's prospects for gift opportunities as appropriate, e.g. special events, site tours, etc.
- Track data and report on outcome measures as assigned by supervisor.
- Provide Board relations support to management.
- Assume additional responsibilities and perform special projects as needed or directed.

### Specific Responsibilities:

#### 1. Database and Technology Management:

- Maintain donor database to ensure system integrity and accuracy.
- Generate reports to track contributions and other reports as requested.

Updated 4.1.2019



- Generate contact and/or email lists as needed.
- Provide staff support and training as needed.

## 2. Individual, Foundation, and Corporate Giving:

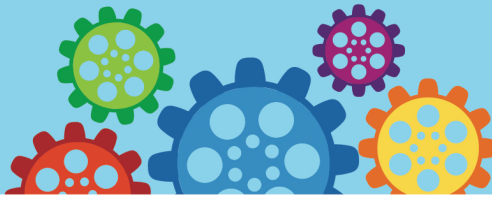
- Research and write grants as directed by supervisor.
- Work with finance department for budget narrative and financial statements for foundation grants.
- Input all donations into database system.
- Track Medallion program participation.
- Coordinate thank you letters to donors within one week of gift being received.
- Manage and track community donations (e.g. family passes for local fundraiser).

## 3. Government Relations:

- Coordinate the annual Open House for Government Officials day during the Utah State Legislature Session.
  - Schedule event with the Third House (legislative office) and coordinate the delivery of invitations to guests.
  - Work with educators to create program showcase, manage refreshments, solicit board participate.
  - Manage invitation & RSVP mailing lists, along with check-in during event.
  - Coordinate thank you letters to attendees.
- Coordinate and attend annual 'Days on the Hill', e.g., Non-profit, Museum, Arts, STEM, Afterschool days on the hill.
- Assist with management of annual ZAP application.

## 4. Special Events:

- Serves as project manager for special events (e.g. Children's Festival, Bumblebee Bash) in coordination with appropriate departments.
- Responsible for overseeing contracts and invoices and directing outside vendors.
- Coordinate thank you letters to participants, donors, etc. within one week after the event.
- Assist with providing stewardship to event sponsors and patrons.



### **Qualifications:**

- Bachelor's Degree or acceptable equivalent of education and experience, including 2 years of development experience, preferably in special events.
- Must be computer proficient, i.e. word processing, spreadsheets, and database management.
- Demonstrated knowledge of fundraising goals and objectives.
- Must be creative and have excellent communication skills, both verbal and written.
- Strong public relations skills with the ability to conduct energetic tours and speak with individuals and corporate donors.
- Ability to juggle multiple tasks in a deadline driven environment. Flexible, fast learner with initiative. Highly organized, with attention to detail and accuracy.
- Demonstrated ability to establish and maintain effective working relationships both within and outside the organization; and to work well with others in team situations.
- Ability to work flexible hours, including some nights and weekends.

### **Working Conditions:**

- Ability to cope with the stress of a fast-paced work environment.
- Ability to function in a high-pressure environment and to meet stringent deadlines for completing tasks.
- Ability to work in excess of a 40-hour week with irregular work hours when needed.
- Ability to stand or sit while maintaining alertness for several hours at a time.
- Position requires bending, leaning, kneeling, twisting, and walking.
- Ability to speak concisely and effectively communicate needs.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.
- Ability to view data on a computer and/or on paper for long periods of time.
- Ability to walk, stand, and sit (including on the floor) for long periods of time.
- Must be able to lift and carry supplies weighing at least 30 pounds.