



Development Coordinator (full time, 35 hours/week)

About the Job

The Development Coordinator is a full-time position reporting to the Director of Development that supports all fundraising efforts, including institutional, corporate, government, and with an emphasis on individual giving. A special focus will be on database management and assisting in the growth of contributed income through membership (individual/business) and special events. The Development Coordinator is a critical member of the development team and will be responsible for gift processing and acknowledgement, and donor data accuracy in ALTRU. Candidate must be able to complete data entry, create reports, provide analytics, and know how to research. The Development Coordinator is the point person for the Museum's Annual Gala and other fundraising special events. The ideal candidate will have excellent computer skills in database management and Microsoft Office Suite, especially with mail merge processes and advanced knowledge in Excel spreadsheet management.

Primary Responsibilities

- Maintain CRM data base (ALTRU), ensure accurate and current donor database records, process and acknowledge donations and produce reports
- Facilitate Membership Programs (Individual and Corporate) including solicitations, cultivation and renewals, track fulfillment of related correspondence (tax receipts, member cards, etc.)
- Generate and coordinate all mailing campaigns, including Annual Appeal, membership drives and other solicitations
- Point person in managing all aspects for Museum's Annual Gala, including sponsorships, journal, auction, tickets and event coordination
- Plan and implement cultivation fundraising events (e.g. member events) with support staffing
- Work with Marketing and Communications Manager on Annual Reports, e-blasts, and other promotional efforts
- Work with Director of Development and President & CEO to expand individual giving donor base
- Assist with the preparation and distribution of Board meeting materials
- Assist with Institutional Giving (Government, Corporate, and Foundation), including prospect research, grant reporting, and updating information on government websites.
- Assist with general administrative tasks to support the overall daily operations of the museum
- Promote the Museum by attending relevant community and in-house museum events
- Enthusiastically support the mission of the Staten Island Museum



Knowledge and Skills

- Excellent verbal and written communication skills
- Problem solver with an energetic work style and good time management skills
- Team player with the ability to take the initiative
- Ability to handle multiple assignments and deadlines in a fast paced environment
- Demonstrate strong organizational skills, with utmost attention to detail
- Minimum 2 years of related work experience, museum or non-profit/fundraising field preferred
- Some evenings and weekends required to attend programs and community events

Qualifications

- Bachelor's Degree or equivalent preferred
- Advanced computer skills including Microsoft Office Suite: Outlook, Microsoft Word, Excel, PowerPoint; Adobe Acrobat
- Database experience required, preferably ALTRU/Raiser's Edge or related CRM. Specific training on ALTRU will be provided.

Compensation: Salary for this non-exempt position is \$40-45,000, commensurate with experience. The Museum offers a generous employer-sponsored full benefits package.

New York City Key to New York COVID-19 Vaccination Mandate

The health and safety of our Museum community is the highest priority. As such, the Museum is requiring all newly hired staff members to be fully vaccinated with an FDA authorized and/or approved COVID-19 vaccine as a condition of employment. Requests for reasonable accommodations for medical, religious, or other reasons will be considered in accordance with applicable law. All staff are required to wear masks while working in Museum spaces.

This is an in-office position, fully remote is not an option. Staff are temporarily eligible to work a hybrid schedule with a minimum of two days onsite.

About the Staten Island Museum

Founded in 1881 and celebrating its 140th year, the Staten Island Museum engages visitors with interdisciplinary exhibitions, public programs, and educational activities for all ages. It is the mission of the Staten Island Museum to spark curiosity and generate meaningful shared experiences through natural science, art, and history to deepen understanding of our environment, ourselves, and each other.



To Apply

Email a cover letter with resume and a 1-2 page writing sample to apply@statenismuseum.org with subject line Development Coordinator – [first and last name] to the attention of Pamela Adamo, Director of Development, or via mail to 1000 Richmond Terrace, Bldg A, Staten Island, NY 10301. No phone calls, please.

The Staten Island Museum is an Equal Opportunity Employer. The Staten Island Museum (SIM) and the Staten Island Cultural Institutions Group (SI CIG) values, celebrates, and is committed to fostering diversity, equity and inclusion. SIM believes building an inclusive and equitable environment is an ongoing, active process that requires constant and deliberate mindfulness and attention. Through policies, procedures and programs, SIM values and seeks the strengths of human variety in race, ethnicity, culture, language, religion, personal beliefs, gender, gender fluidity, sexual orientation, family structure, age, ability, veteran status, socioeconomic status, geography, immigration status, and country of origin. Across communities, in programming, with staff, boards of directors, volunteers, artists and visitors, SIM persistently strives to build a culture of diversity of voice and representation, authentically inclusive spaces and equity for all.

Please visit the Museum’s website at www.statenismuseum.org for more information.