Development Coordinator
Job Posting

Position Title: Development Coordinator  
Position Classification: Full-Time, Non-Exempt  
Department: Development  
Reports to: Chief Development Officer  
Supervises: Department Interns and Project volunteers

Job Summary:
Development Coordinator has primary responsibility for writing grant requests, securing sponsorships for LHF events, programs and other museum initiatives, researching prospects and preparing reports on the impacts of these secured gifts. This involves managing an annual proposal/report submission plan, researching potential donors, preparing grant and sponsorship requests and meeting with prospective sponsors. The Development Coordinator works with the Chief Development Officer and the rest of the development team to raise funds for special projects, SMIPs (Site Maintenance & Improvement Projects) and a planned capital campaign.

Job Duties:
- Has primary responsibility for maintaining, updating and expanding annual grants and sponsorship plans/calendars.
- Writes grant proposals, sponsorship requests and reports for programs, events and other museum operations. Works with appropriate LHF staff to collect and communicate needed information for proposals and funded projects.
- Works with Chief Development Officer to identify potential event sponsors and partners. Takes the lead in securing sponsors, as well as in engaging them in LHF activities year-round.
- Takes the lead in identifying and pursuing in-kind donations for events and programs.
- Manages a portfolio of at least 25 mid-and upper-level donors/prospects (primarily $250-$5,000), maintaining regular contact with them.
- Completes action forms regarding significant donor contact and background information and participates as part of a moves management team.
- Ensures that organization and project information for grants and proposals is up-to-date and accessible to all appropriate LHF staff to provide consistency and accuracy.
- Works with other members of the Development team to identify new corporate and foundation prospects for research.
- Serves as an active and contributing member of a team-based work environment, including as a member of the Development Team.
- Other duties as assigned.
Qualifications and Skills:
- Bachelor’s Degree required.
- Sponsorship or events experience preferred.
- Experience in Development or a related field a plus.
- Demonstrated excellent communication (verbal and written) and interpersonal skills required.
- Exceptional attention to detail and demonstrated ability to meet deadlines required.
- Core computer skills in word processing, spreadsheets and electronic communications required.
- Must be a strong collaborator, able to work well in team environments.
- Demonstrated excellent customer service, communication and interpersonal skills required.

Position Status:
Classified as full-time non-exempt (benefits eligible). Typical schedule is Monday through Friday, with occasional evenings and weekends.

Reviewed and Updated: February 2020