



NEW EMPLOYMENT OPPORTUNITIES

Please apply directly to kendra@vanderbiltmuseum.org

Job Title: Development Coordinator/Part-time

Summary: The Development Coordinator will be responsible for all administrative aspects of development and communication activities. The Development Coordinator will perform a variety of administrative tasks in a professional manner, relating to scheduling, planning and participation in all fundraising activities, donor relations, membership promotion and processing, marketing and communications, direct mail appeals and special events. The Development Coordinator will support the Director of Development and the Development department in their roles.

Location: Vanderbilt Museum & Reichert Planetarium, 180 Little Neck Rd., Centerport, NY 11721

Range: \$16.00 to \$22.00 per hour

Status: Part time, non-exempt

Hours: Year-round part time position, Monday to Friday, between the hours of 9 AM – 4 PM, up to 32 hours per week, **in person**

Duties and Responsibilities include the following:

Administrative and Fund Development

- Assist with the creation and implementation of the development plan for the Development department that incorporates a range of strategies including annual appeals, major donors, grants, corporate and individual appeals, social media and special events.
- Input and log donation information in Altru and on spreadsheets and create acknowledgement letters and other correspondence.
- Assist with daily stewardship and acquisition of donors.
- Create monthly fundraising reports.
- Maintain foundation, corporate, and individual donor files in museum databases.
- Coordinate production and mailing of spring and year-end appeal letters.
- Assist with grant tracking.
- Run queries and analytics, as needed.
- Generate Altru reports for various departments' use.
- Arrange museum tours; warmly greet donors and other guests at tours and events.
- Obtain permits, contracts and COs, as required.
- Attend weekly department communications meetings, when applicable.
- Provide administrative support to the Executive Director and Development department.
- Overall project management.
- Perform other related duties as assigned.

Event Coordination

- Create guest lists, invitations and handle other duties as assigned for fundraising events.
- Assist with the planning and execution of the annual fundraising Gala.
- Prospect and procure raffle donations for the annual fundraising Gala.
- Support the Development department with event preparation, attend events to assist with set up, implementation and clean up.

Membership

- Monitor enrollment numbers and work on incentive campaigns.
- Issue memberships, member renewal notices and invoices.

Skills:

Superior written and interpersonal skills
Intermediate computer and technical literacy
Meticulous attention to detail
Excellent organizational skills
Ability to work in teams and independently.

Diplomacy and professionalism
Deadline driven self-starter.
Effectively handle simultaneous overlapping projects.

Experience:

Prior development experience or administrative assistant experience highly desirable
3+ years not-for-profit development experience
3+ years administrative experience
Proficiency with MS Office Suite, Internet research and office procedures (Required)
Proficiency in Blackbaud/Altru a plus (Preferred)
Bachelor's degree (Preferred)

Smoking is prohibited on Suffolk County property.

The Vanderbilt Museum and Planetarium is an Equal Opportunity Employer.