



## Development Coordinator

**Please note:** A cover letter is required as part of the application process.

### Job Summary

The Development Coordinator's primary responsibility is to support development programs through grants management, program logistics, research, data entry, and reporting.

### Responsibilities:

1. Capital Campaign - In-office support for capital campaign consultants
  - Provide reports as needed by consultants;
  - Coordinate and implement mailings and correspondence as well as printed materials;
  - Work closely with campaign event hosts via venue site-visit and logistics to ensure seamless execution;
  - Personal outreach and follow-up with salon hosts as appropriate;
  - Attend and support all salons; participate in salon debriefs following each event;
  - Be available for personal onsite donor and prospect interactions
2. The Circle - staff support for The Circle, VBMA's giving circle supporting education programs:
  - Draft and send event invitations and meeting notices using Museum's email service;
  - Coordinate event and meeting logistics, disseminate internal setup forms and floor plans;
  - Member correspondence as directed;
  - Work with Communications Committee chair to format, edit and distribute Circle newsletter;
  - Develop process for, manage and implement in-house renewal system;
  - Design and manage interactive multi-layer Circle webpage on the VBMA's website;
  - Record-keeping and reporting of new individual program sponsorships and tributes/memorials;
  - Support 6-8 social events, managing RSVPs and logistics, as needed.
3. Grants - Responsible for administration of grant applications and awards:
  - Manage timelines, requesting and processing grant payments, managing staff needs and documentation, file and record keeping;
  - Research grant opportunities for programs, general operations, and capital;
  - Work with Museum staff to determine programmatic opportunities.
4. Volunteers
  - Administer volunteer records: enter volunteer hours into Volgistics database; list management and annual reconciliation with Altru; enter new volunteers into database; circulate annually to staff to ensure accuracy, update as needed;
  - Maintain and update volunteer profile applications, ensure Visitor Services maintains supply;
  - Interview prospective volunteers, process necessary paperwork, circulate to appropriate staff;
  - Coordinate annual Volunteer Recognition Day activities.
5. Development
  - Data entry as needed – community lists, organization annual reports and programs, Chamber of Commerce membership lists, etc.
  - Take RSVPs for all member exhibition openings, and Athena Society Cocktails and Conversations, and other events as needed: create webpage, record respondents in spreadsheet, produce check-in list, enter all attendees post-event;
  - Produce donor profiles for senior staff and Executive Director as requested to support donor cultivation and stewardship;

- Facilitate communications with Executive Director for major events including: Gala, Chairman's Club Dinner and other leadership events, FMA, AIB, exhibition openings, Athena Society dinner and events; reporting on attendance and attendees, key prospect/donor identification, event schedule, and other components as requested in a timely fashion, typically beginning two weeks prior to each event.

#### **Administration**

- Work and support Museum events as requested; community events as needed;
- Attend staff meetings;
- Position may require occasional evening and weekend hours;
- Maintain good working knowledge of the Museum's policies, procedures, educational practices and ideologies;
- Be knowledgeable of and practice the AAM Code of Ethics;
- Perform other duties deemed appropriate by the Director of Development and/or Executive Director.

#### **Functional Relationships:**

**Reports** to the Director of Development/Associate Director. **Works closely with** the Director of Development, Membership and Annual Giving Coordinator, Museum Events Manager, and the public.

#### **Qualifications:**

High School diploma, Bachelor's Degree preferable; two (2) years non-profit experience, development experience preferred; excellent computer skills including Microsoft Office suite and donor databases; knowledge of professional office procedures and operation of office equipment; good communication and organizational skills; close attention to detail; ability to work with others in a fast paced environment.

#### **Hourly Rate: \$24**

#### **Benefits:**

- Vacation time
- Sick time
- Float Days
- Holiday Pay
- Free Museum Membership
- Medical
- Dental
- Vision
- Voluntary Life
- 403b with Match

#### **Working Conditions and Physical Requirements:**

- Able to meet and perform the physical requirements and to work effectively in an environment which is typical of this position.
- Frequent lifting, bending, climbing, stooping, and pulling. Frequent repetitive motions.
- Continuous standing and walking.

The Vero Beach Museum of Art is an Equal Opportunities Employer and seeks diversity in its workforce. The Museum is committed to attracting, retaining, developing and promoting the most qualified employees without regard to race, color, sex, age, religion, national origin, ancestry, sexual orientation, pregnancy, gender identity or expression, physical or mental disability, or past, present, or future service in the uniformed services of the United States, or any other characteristic prohibited by federal, state, or local law.

If you or anyone you know is interested in this position, please send a cover letter and resume to Danielle Elliott at [delliott@vbmuseum.org](mailto:delliott@vbmuseum.org)