



**Job Title:** Development Coordinator

Reports to: Director of Development

**FLSA Status:** Exempt

Hours: Full-time, occasional night/weekend availability

Salary: Hourly, with benefits \$19/hour

*Children's Museum Tucson provides fun, play-based, interactive, hands-on learning experiences for children and families throughout Tucson and Southern Arizona. While we pride ourselves on inspiring children and their families to reach their full potential through discovery, creativity, and learning, we also focus on this vision among our staff.*

*CMT is dedicated to four principals of internal organizational culture:*

*Inclusion*

*Professional Growth*

*Collaboration*

*Transparency*

**Summary:**

*The Development Coordinator is responsible for furthering the mission of Children's Museum Tucson | Oro Valley by ensuring the effective use of our customer relation management (CRM) database to facilitate clear communication, reporting, and prompt stewardship to our donors and members. As a member of the Engagement team this role manages donor records, builds reports for analytics and communication, and maintains the museum's stewardship plan. The Development Coordinator reports directly to the Director of Development and supports the Development team carrying out the duties and responsibilities of the Museum's development plan.*

**Primary Responsibilities and Results:**

Work with Director of Development to carry out CMT's annual development plan

Process all donations, reconcile revenue and stewardship efforts

Work as liaison for Board of Directors annual gifts

Serve as staff liaison on Board of Directors Stewardship Committee

Collaborate with Development Team to plan & execute annual fundraising events

Maintain prospect management system within the Museum's database

Manage internal grant communication system with Director of Strategic Engagement

Other duties as assigned

**Qualifications:*****Education and Experience:***

Bachelor's degree preferred OR Equivalent combination of education and relevant experience

Experience in customer service in development, marketing, or nonprofit setting preferred

***Language Skills:***

Excellent listening, verbal and written communication skills required

***Computer Skills:***

Proficient with MS Office Suite, including Word, Excel and Outlook

Working knowledge of a CRM database, Blackbaud Altru preferred

***Other Skills and Abilities:***

Ability to successfully multi-task and prioritize projects

Excellent communication and interpersonal skills

Professional demeanor with diverse clientele

Proficient organizational and time management skills

Ability to work on independent projects as well as within a team environment

Demonstrates ability to solve problems independently and show initiative

Sense of play and wonder!