



**Position Title:** Development Coordinator

**Department:** Development

**Reports to:** Director | Marketing and Development

**FLSA Classification:** Full-time hourly, non-exempt (some weeknight/weekend)

**Salary:** commensurate with experience

**Job Summary:**

Are you passionate about making a difference in the community? If so, we need your skills and talents. You can be part of the team leading Sacramento's exciting new attraction – the SMUD Museum of Science and Curiosity (MOSAC).

The Development Coordinator reports to Annual Fund Manager and works in close collaboration with the Director of Marketing and Development. The Development Coordinator will be responsible for all aspects of membership, from serving as first point of contact for membership-related questions, to organizing events for recruiting new members. This position is responsible for maintaining records, tracking membership figures, and ensuring other departments are well versed in the overall membership program, as well as growing the membership base by renewing and upgrading member support and strengthening relationships with current members. They are also responsible for setting standards and providing content for the member services function, including tiered gift acknowledgments, member benefit mailings, and telephone solicitations/communications.

The Development Coordinator also serves a supportive role in accomplishing goals for the annual fund and other initiatives of the Development team.

**Supervisory Responsibilities:**

- None

**Duties/Responsibilities:**

- Executing initiatives to encourage new members to join and existing members to renew online
- Handling all questions, information requests and complaints regarding membership
- Processing new membership applications, renewals and terminations
- Maintaining and updating membership records in Blackbaud Altru
- Collecting data, tracking membership statistics, revenue and preparing reports

- Preparing membership marketing materials for internal and external distribution
- Partnering with and training the Guest Services, Marketing, and Volunteer teams to increase onsite membership sales, conversions and renewals
- Organizing events and activities for existing and prospective members
- Attending community engagement/outreach events (tabling events) to build awareness for MOSAC and promote membership
- Providing general support for Development team, including but not limited to answering donor calls, email and mail, documenting donor inquires
- Assisting in the planning and implementation of donor events and cultivation
- Performing other related duties as assigned
- May be assigned cross-department responsibilities, as needed

**Required Skills/Abilities:**

- Proficient with Blackbaud Altru or similar CRM
- Proficient with Microsoft Office Suite or related software
- Excellent verbal, written and interpersonal communication skills, including the ability to effectively communicate in a variety of settings with diverse stakeholders
- Self-directed with the ability to work both independently and as part of a team
- Skilled at establishing and cultivating strong relationships with peers, across different levels of the organization as well as externally
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Ability to function well in a high-paced and, at times, stressful environment
- Must possess a valid driver's license

**Education and Experience:**

- Bachelor's degree required or equivalent combination of education and experience
- Minimum two years of relevant experience in membership/development role preferred
- Proven track record of engaging and motivating members

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer
- May require standing and walking 75% of the time, lifting up to a maximum of 30 pounds, and other physical actions that include stooping, kneeling, crouching, crawling, reaching, pulling, and pushing

In order to protect our team members, volunteers, students, and guests, MOSAC requires that all employees be fully-vaccinated with a COVID-19 vaccination series approved by the U.S. Food and Drug

Administration (FDA) or the World Health Organization (WHO). Reasonable accommodation will be made for a qualified disability or sincerely held religious belief.

This position is at-will, non-exempt, and full time. Benefits include insurance (health, dental, vision and life), a 403b retirement plan, paid vacation and PTO. For more information: [www.visitmosac.org](http://www.visitmosac.org)

Application Procedures: Please submit a cover letter and CV or resume addressing your qualifications as they align with the job description by email to [svandeventer@visitmosac.org](mailto:svandeventer@visitmosac.org). Please also provide names, with contact information, of three professional references. No phone calls will be taken for this application.