

Glenbow

Job Title: Development Coordinator – Full Time **Job Reference:** FD13
Job Family: C.U.P.E Local 1645 **Job Group:** Administrative/Clerical
Organization Unit: Development

Desired Staffing Date: June 4, 2018 (or earlier)

Submit applications to: careers@glenbow.org please quote job title in subject line of email

Application deadline: April 27, 2018

*****Not all applicants will be contacted for an interview*****

General Accountability

Reporting to the Director of Development, the Development Coordinator will act as an integral member of Glenbow's Development Team working to ensure the Museum's financial long-term sustainability. This full time position assists the Development Director with ongoing tasks that enhance Glenbow's ability to identify and cultivate potential supporters and secure contributions and grants. This includes prospect research, moves management, writing solicitation and report material, gathering documentation, and providing high-level administrative support and project management for fundraising efforts. The Development Coordinator will also regularly maintain and update the Raiser's Edge database, process contributions and tax receipts, record cultivation and stewardship actions, create reports, mailings and queries, and overall be the key front end Raiser's Edge point person.

Specific Accountabilities

Raiser's Edge

- Process all donations in Raiser's Edge, track moves management, proposals, campaigns, and stewardship information on an ongoing basis in Raiser's Edge, and generate acknowledgments and thank you letters.
- Prepare and issue tax receipts
- Assist with database maintenance
- Assist with monthly financial reconciliations and prepare batches for entry into General Ledger
- Produce mailing lists and a range of reports for internal and external use
- Analyze donor data to gain insights on donation trends, donor demographics, appropriate segmentation, and opportunities for larger gifts
- Produce analytic reports on donor trends, donor history and summary of donor activity
- Prepare accurate year-end tax receipt analysis and information for auditors and the charity tax return

Administration

- Write content for Annual Report, Impact Report, Appeals... in conjunction with Senior Development Officer
- Prepare content for mailing and coordinate sending
- Assist in grant research and tracking
- Set meetings; scheduling calls as needed
- Record and file management
- Coordinate and implement proofing rounds of Development communication collateral ensuring accuracy and consistency
- Provide high level administrative support to the Director of Development including filing, copying, sorting, mailing, etc.
- Assist with compilation of monthly Board updates and reports as directed
- Assist with special events, launches, donor events... as directed
- Maintain a master calendar for all Development events and initiatives for Development Team

Stewardship & Fundraising

- Craft acknowledgement and pledge reminder messages and regular communications to donors and supporters
- Assist with logistical management of all fundraising campaigns (annual giving, appeals, major gifts)
- With Senior Development Officer, establish an ongoing rating system for prospects and potential major gift capacity within the donor database
- Working with Database Administrator and Director of Development, implement moves management for all levels of giving
- Compile comprehensive donor and prospect profiles for special events, campaigns, and annual gift solicitations
- Undertake research on potential sponsors and donors as directed by the Director of Development
- With Director of Development, collaborate with the Marketing Department to ensure inclusion of sponsor benefits relating to logo acknowledgment
- Coordinate, track and execute sponsor benefits as contractually obligated
- Schedule donor meetings
- Assist Director of Development with creation of donor appeals, grant submissions and stewardship report materials
- With the Marketing Department, capture new prospect records through contests and promotions, and manage the entry of these records
- Assist with the preparation of solicitation packages, stewardship reports, and general correspondence for all corporate partners
- Coordinate recognition of all funders through vehicles such as the donor wall, annual report listings, website listings and others, ensuring that all donors are correctly listed
- Assist with Development events, including setup, delivery, and take down when needed
- Assist with Events Rentals administration when needed
- Assist with membership administration when needed
- Other duties as assigned

Qualifications

- Demonstrated experience in Raiser's Edge and Microsoft Office with extreme attention to detail
- 2-3 years of experience in fund development and reconciliation of financial information
- Thorough knowledge and understanding of Canada Customs and Revenue Agency guidelines for charitable giving and tax receipting is required
- A high level of initiative and ability to work independently, as well as working effectively in a team environment
- Periodic evening and weekend work
- Interest and desire to learn how to become an impactful development professional
- Ability to prioritize, multi-task, problem solve and think critically
- Proven ability to handle confidential information
- Strong team player; able to engage with diverse staff to gather, synthesize and use programmatic and financial information for effective fundraising
- Knowledge of the arts industry, specifically the museum / gallery sector is an asset
- Strong working knowledge in fundraising cultivation, best practices, and strategies
- Exceptional written and verbal communication skills
- Post secondary education in a related field
- Well developed administrative, analytical and time management skills
- Understanding and commitment to sponsor and donor servicing
- Well-developed interpersonal and public relations skills to interface with senior corporate personnel, Glenbow staff, Board of Governors, donors and volunteers