



JOB POSTING

DEVELOPMENT COORDINATOR

REQUISITION #: AC-211117
WAGE/SALARY: \$20.00 - \$23.62 per hour
SCHEDULE: Typically Mon – Fri, 9a – 5p, 35 hour per week
CLASSIFICATION: Non-Exempt
POSITION STATUS: Fulltime with paid Benefits
POSTING PERIOD: November 17, 2021 until position filled

ABOUT THE ORGANIZATION:

The Delaware Historical Society (DHS), founded in 1864, preserves, promotes, and shares Delaware’s history in a welcoming environment to educate, inspire, and empower people and communities. DHS is an independent, non-profit, non-government historical society founded in 1864. DHS includes 9 historic buildings, 8 of which are in Wilmington and straddle the 500 block of Market Street, and the ninth is the “Gem of Old New Castle,” the George Read House & Garden (designated a National Historic Landmark—the nation’s highest level of historic significance—in 2017).

The Wilmington campus includes the Old Town Hall (1798) adjoining the Delaware History Museum and the Jane and Littleton Mitchell Center for African American Heritage (created in 2016). Across the street from these museum buildings (which include the museum store and staff offices) stands the DHS Research Library, the Library Annex (in the 1816 Robert Porter House), and the four Colonial-era buildings that comprise Willingtown Square. Each of the Wilmington buildings are contributing properties to the Market Street Commercial District on the National Register of Historic Places.

GENERAL INFORMATION:

Delaware Historical Society (DHS) seeks a full time **Development Coordinator** to join our Advancement and Communications team. This role is critically important to the success of our fundraising and donor relations efforts and to DHS as a whole. The Development Coordinator helps drive DHS fundraising efforts including data management, report generation, stewardship, and prospect research.

POSITION RESPONSIBILITIES:

- Utilize the tools, features and best practices of DonorPerfect to maintain donor records and grow DHS fundraising efforts.
- Ensure database integrity by routinely updating database records as needed.
- Analyze data for segmented donor appeals and reports
- Research donors and prospects and develop profiles that aid in efforts to identify opportunities at all giving levels.

- Compile data and provide analysis for evaluation of solicitation campaigns and events
- Disseminate proper acknowledgement of gifts within 48 hours of receipt
- Timely reporting of donor activity to reconcile donations with financial accounting system.
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

- Bachelor degree in business, marketing, communications or related field; along with a minimum of one year (1) of experience in database management **OR** Associate degree in business, marketing, communications or related field; along with a minimum of three (3) years of experience in database management.
- Relevant knowledge of donor database system capacity and usage. Experience with DonorPerfect preferred.
- Proficiency in Microsoft Office Suites and ability to learn other software programs and systems.
- Prior experience in non-profit fundraising, events, marketing and/or communications.
- Unwavering attention to detail and the ability to provide accurate and thorough information.
- Outstanding organizational skills including the ability to plan and juggle varied priorities.
- Demonstrated strong analytical and problem-solving skills.
- High level of professionalism and discretion handling confidential information.
- Excellent listening and communication skills in complex situations.
- Eagerness to learn and develop new skills
- Ability to work within a team environment, including across departments and campuses.
- Ability to maintain regular, punctual attendance, including occasional evening and weekend hours as needed.
- Ability to provide proof of COVID-19 vaccination.

HOW TO APPLY:

Please send **RESUME and COVER LETTER**. Be sure to reference job requisition #**AC-211115** in the subject line.

- **Option #1:** DHS Website: <https://dehistory.org/about/careers/>.
- **Option #2:** DHS Email: Careeres@dehistory.org.
- **Option #3:** US Mail: Delaware Historical Society, ATTN: HUMAN RESOURCES - # AC-211115, 505 North Market Street, Wilmington, DE 19801.

No telephone calls.