

Position Description

Position Title:	Development Coordinator	Date:	October 2023
Reports To:	Director of Institutional Advancement	FLSA Status:	Exempt
Department:	Advancement and Communications	Position Status (FT/PT)	Full-time

Job Summary:

Reporting directly to the Director of Institutional Advancement, the Development Coordinator is the donor database manager for the Delaware Historical Society. The employee will update our donor database with new gifts ensuring accurate and timely information recording; generate, schedule, and direct donor reports and data for use in fundraising appeals, donor strategy and presentations. The Development Coordinator provides general support to leadership through data analysis including wealth screening, membership tracking and prospect research.

Essential Functions and Responsibilities:

To perform in this position successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned to meet business needs. The successful candidate must:

- Utilize the tools, features and best practices of DonorPerfect to maintain donor records and grow DHS fundraising efforts;
- Ensure database integrity. Routinely update and correct database records as needed. Perform data analysis for segmentation of database for both scheduled and impromptu 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;
- Execute the formatting, printing and mailing of thank you letters and membership materials;
- Collaborate on annual giving strategies including cultivation, solicitation and recognition calendars
- Monitor, analyze, and interpret donations on an ongoing basis promoting donor retention and enhancing donor experience
- Compile data to provide donor profiles, corporate performance reports and other intelligence-gathering information.

Supervisory Responsibilities: *None.*

Qualifications: *Education and Experience Requirements:*

- Bachelor's degree
- Three years' experience managing databases
- Experience with donor data bases preferred, especially DonorPerfect

Knowledge, Skills and Abilities.

- Excellent organizational skills and attention to detail with the ability to handle multiple tasks;
- Excellent computer skills, including knowledge of Microsoft Office suite, Internet and e-mail proficiency, and various accounting systems a plus. Knowledge of principles of database management essential
- Ongoing knowledge of emerging trends in donor data base management and an understanding of how to use each to its best advantage;
- Strong written and oral communication skills;
- Willingness to establish and maintain effective working relationships, while maintaining confidentiality;
- A knowledge of DonorPerfect (or other donor database system) capacity and usage and an eagerness to learn and develop skills. Ability to manage confidential financial information professionally and with respect to laws governing private information.

Work Environment:

- Hybrid work schedule requiring time spent in-office in our Wilmington campus.
- Standard hours of work and days are Monday through Friday, 9:00 a.m.to 5:00 p.m.
- Work schedule flexibility required, occasional evenings or weekends required.

Physical Demands:

- Must be able to remain in a stationary position 50% of the time.
- The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a copy machine and computer printer.

This position description does not imply that the stated requirements are the only expectations for the position. Incumbents are expected to perform any other duties that may be assigned. The Delaware Historical Society has the right to revise this position description at any time. The Delaware Historical Society is an “at will” employer and as such, neither this position description nor your signature constitutes any form of contractual agreement between you and the Delaware Historical Society.

To apply:

Send resume and cover letter to ebonagura@blackwellhr.com.