



JOB POSTING

DEVELOPMENT COORDINATOR

WAGE/SALARY: \$45,000
REPORTS TO: Director of Institutional Advancement
FLSA STATUS: Fulltime Exempt
POSTING PERIOD: April 17, 2024 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 Willingtowntown Square. Each of the Wilmington buildings are contributing properties to the Market Street Commercial District on the National Register of Historic Places.

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 & 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.

EDUCATION & EXPERIENCE:

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

KNOWLEDGE, SKILLS & 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
- 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.

HOW TO APPLY:

Please send **RESUME, COVER LETTER** and **3 PROFESSIONAL REFERENCES** to Delaware Historical Society at ebonagura@blackwellhr.com

No telephone calls.