



Job Title: Development Coordinator

Department(s): Fundraising

Reports to: Executive Director

Application Deadline: Job applications accepted until November 30, reviewed upon receipt.

Hours: 30 hours per week (.75 FTE)

Wage: \$16.50/hr - \$20/hr DoE

Job Summary:

We're seeking a Development Coordinator to manage key operations of the Coos Art Museum. This multifaceted role requires overseeing grant management, developing our membership program, and coordinating activities related to donor relations, fundraising campaigns, and special events. This role requires excellent communication skills, initiative, and the ability to work independently and handle non-routine situations. This role is essential in providing administrative support to the Executive Director, assisting with project-based budget planning and financial reporting, in addition to funding proposals.

The position is hybrid-eligible but requires periodic on-site work in Coos Bay. Any applicant must be able to arrange travel to Coos Bay for in-person work.

Duties/Responsibilities:

Fundraising (40%)

- Assist fundraising campaigns and events, including researching, creating, and managing timelines, budgets, and other related materials.
- Manage donor data, gifts and pledges, and other records in an accurate, timely, and secure manner.
- Ensure donor acknowledgements and other correspondence are sent in a timely manner.
- Prepare and deliver donor reports, presentations, and other materials as required.
- Plan and facilitate meetings and other events, including managing guest lists, registration, and other event logistics.
- Collaborate with Executive Director and Board Fundraising Committee to coordinate donor communications, events, and other related activities.

Membership Relations (40%)

- Maintain membership database through processing renewals, mailing membership materials, and managing other member communications.
- Develop and implement strategies for retention of existing members and recruitment and cultivation of new members, including the creation of new member benefits and regular solicitation of member feedback.
- Curate virtual resources for members.

- Support the Executive Director in developing and implementing new strategic partnerships and services as the need is identified and feasibility is determined.

Grants Management (20%)

- Conduct internal and external research to identify funding opportunities with foundations, governmental agencies, corporate, and community-based funding organizations.
- Develop grant-based opportunities with appropriate internal departments and teams, and coordinate project plans to ensure adequate reporting and compliance per funder guidelines.
- Monitor application and reporting timelines to ensure we are meeting funder deadlines and requirements.
- Assist the Executive Director in writing grant proposals, letters of interest/inquiry, concept papers, and related materials for proposal submissions.
- Collaborate with appropriate internal departments to monitor project timelines, deliverables, and budgets.

Requirements and Qualifications

- Experience with grant writing
- Bachelor's degree in Fundraising, Communications, or a related field
- Minimum of 2 years experience in a development or fundraising role
- Exercises independent judgment and maintains appropriate confidentiality.
- Proven track record in creating and managing successful fundraising campaigns
- Excellent organizational and time-management skills
- Able to work independently and as part of a team
- Excellent written and verbal communication, interpersonal, and problem-solving skills
- Proficiency in Microsoft Office and other donor management software

We are aware that some people are less likely to apply for jobs unless they meet every qualification in the job description including the preferred qualifications. We are most interested in finding the best candidate for the job and recognize that a successful candidate may come from a less traditional career trajectory, such as having skills and abilities gained outside a classroom context, or an equivalent skill set. We encourage you to apply, even if you don't believe you meet every one of our preferred qualifications.

DEAI Hiring Statement

We value diversity — in backgrounds and in experiences. Museums can be trusted, vibrant community centers, attracting diverse audiences and providing lifelong learning, and we need people from all backgrounds and swaths of life to help build the future of our museum and the arts in general. The Coos Art Museum team is passionate and dedicated. We aim to be deliberate and self-reflective about the kind of museum and culture that we are building, seeking professionals that are not only strong in their own aptitudes but care deeply about supporting each other's growth.

We are an Equal Opportunity Employer, and our employees are people with different strengths, experiences and backgrounds, who share a passion for art and its ability to improve people's lives. Diversity not only includes race and gender identity, but also age, disability status, veteran status, sexual orientation, religion, and many other parts of one's identity. All of our employees' points of view are key to our success, and inclusion is everyone's responsibility.

About Coos Art Museum

Coos Art Museum, located in the coastal town of Coos Bay, Oregon, is a dynamic cultural institution dedicated to celebrating the arts and nurturing creativity within our community. As the sole art museum along the Oregon Coast and the state's third-oldest art museum, we take pride in being a welcoming community gathering place that lowers conceptual and physical barriers to the arts and enhances the museum's relevance for local residents. Our museum hosts a rotating selection of up to 20 exhibitions each year, sourced from local and regional artists and institutions. We offer a wide range of educational programs, including classes, workshops, and outreach initiatives, along with frequent public events, designed to engage artists of all ages. With a mission to enrich lives through art, Coos Art Museum serves as a cultural resource on the Oregon Coast, igniting inspiration and fostering connections through the transformative power of visual arts. For additional information, please visit www.coosart.org.