



DEVELOPMENT COORDINATOR

The Development Coordinator's primary responsibility is to support development programs through grants management, program logistics, research, data entry, and reporting.

Responsibilities:

1. In-office support for capital campaign consultants: providing reports as needed by consultants, coordinating and implementing mailings and correspondence, and campaign event logistics;
2. Staff support for The Circle, VBMA's giving circle supporting education programs: in cooperation with the Director of Development, draft and send e-newsletters and event invitations using Museum's email service; coordinate event and meeting logistics, disseminate internal setup forms and floor plans; member correspondence as directed;
3. Responsible for administration of grant applications and awards, including timelines, requesting and processing grant payments, managing staff needs and documentation, file and record keeping;
4. Administer volunteer records: enter volunteer hours into Volgistics database; list management and reconciliation; reporting; manage application process and files; coordinate volunteer recognition;
5. Data entry as needed;
6. Take RSVPs for all member exhibition openings: create webpage, record respondents in spreadsheet, produce check-in list, enter all attendees post-event;
7. Produce donor profiles for senior staff and Executive Director as requested to support donor cultivation and stewardship;
8. Facilitate communications with Executive Director for major events; reporting on attendance and attendees, key prospect/donor identification, event schedule, and other components as requested.

Administration

1. Attend/work Museum and community events as needed
2. Attend staff meetings
3. Position may require occasional evening and weekend hours
4. Maintain good working knowledge of the Museum's policies, procedures, educational practices and ideologies
5. Be knowledgeable of and practice the AAM Code of Ethics
6. Perform other duties deemed appropriate by the Director of Development and/or Executive Director

Functional Relationships:

Reports to the Director of Development/Associate Director. **Works closely with** the Director of Development, Membership and Annual Giving Coordinator, Museum Events Manager, and the public. This position is classified as non-exempt.

Qualifications:

High School diploma, Bachelor's Degree preferable; two (2) years non-profit experience, development experience preferred; excellent computer skills including Microsoft Office suite and databases; knowledge of professional office procedures and operation of office equipment; good communication and organizational skills; close attention to detail; ability to work with others in a fast paced environment.

The Vero Beach Museum of Art is an Equal Opportunities Employer and seeks diversity in its workforce. The Museum is committed to attracting, retaining, developing and promoting the most qualified employees without regard to race, color, sex, age, religion, national origin, ancestry, sexual orientation, pregnancy, gender identity or expression, physical or mental disability, or past, present, or future service in the uniformed services of the United States, or any other characteristic prohibited by federal, state, or local law.

If you or anyone you know is interested in this position, please send a cover letter and resume to Danielle Elliott at delliott@vbmuseum.org