



JOB POSTING

Job Title: Development Coordinator
Status: Part-Time/Full-Time Available
Number of Positions: 1

Classification: Non-Exempt
Reports to: Director of Development and Marketing
Posting Deadline: October 31, 2018

Description

Plans and executes corporate/foundation giving, government grants and individual giving. Conducts prospect research, cultivation, solicitation, follow-up and acknowledgement. Prepares, and oversees the distribution of, campaign materials, including solicitations, follow-up and acknowledgments. Responds to inquiries from prospective donors.

Essential Responsibilities

- Work with Aquarium administration and operating departments to provide project development; turn creative concepts into projects that meet the needs of the Aquarium of Niagara.
- Researching and monitoring federal, state and local public funding sources to track funding trends and identify potential sources for Aquarium projects.
- Coordinate individual and committee tasks to complete multi-faceted projects in a timely fashion.
- Participate in the evaluation process to demonstrate total project impact
- Ensure that all requirements are met for federal and state funding sources.
- Establish and strengthen mutually beneficial relationships to increase fund development success.
- Gather information required to support proposal preparation; gather and maintain attachments typically required by funding sources.
- Support executive staff in the cultivation and solicitation of major gift prospects.
- Review local public funding sources, private foundations and corporate funding opportunities to identify potential support for the Aquarium of Niagara's projects.
- Research the Federal Register, the NYS Register, the Foundation Directory, the Internet and various other resources to target various sources of funds.
- Compile strong supporting documentation (program outcomes, budgets, and other materials) that demonstrate capacity to implement successful programs.
- Complete electronic submission of proposals to funding sources.

Requested Requirements

- Minimum four-year degree or equivalent experience
- Two years of development/fund raising administrative experience in a non-profit organization or related experience
- Strong organization skills and attention to detail
- Strong proofreading skills
- Excellent customer service and written/oral communications skills
- Advanced computer skills including Microsoft Word and Excel
- Proficient working in database programs
- Possess a valid NYS driver's license and maintain a clean driving record

To Apply

Interested applicants should visit <http://www.aquariumofniagara.org/careers> to complete an employment application and attach relevant materials.

The Aquarium of Niagara is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, creed, religion, sex, age, national origin, citizenship, sexual orientation, marital status, or any other classification protected by federal, state, or local law.