



JOB POSTING

Job Title: Development Coordinator

Status: Non-Exempt Status

Start Date: After May 6, 2019

Number of Positions: 1

Classification: Full Time

Reports to: Director of Public Engagement

Posting Deadline: 5/27/19

Description

Reporting to the Director of Public Engagement, this position shall provide a supportive role in the operations and functions of the Development Department of the Aquarium of Niagara, with final authority in such matters remaining with the Director of Public Engagement.

The Development Coordinator's primary function is to support the Director of Public Engagement with event planning, fundraising, grant-writing, sponsorships, gifts, membership program coordination, and the tracking and projection of these areas in detailed spreadsheets and reports. The Development Coordinator is responsible for demonstrating self-accountability and self-development.

Essential Responsibilities:

As Development Coordinator

- Represent the Aquarium of Niagara with government, civic, community and philanthropic organizations as requested.
- Interact with donors, vendors and outside organizations to secure resources and commitments for fundraising functions.
- Contribute to the creation of materials for use in cultivating and soliciting gifts and donations.
- Help ensure that all fundraising and development activities are consistent with the mission, vision and of the Aquarium of Niagara.
- Provide support and assistance on capital campaigns and master planning initiatives.
- Maintain annual fundraising spreadsheets and folders (including sponsorships, grants; and other support) in both tracking and projections.
- Oversee the membership program and relevant databases as needed or requested by the Director of Public Engagement.
- Attend department head meetings, as scheduled by Aquarium administration.

The Collection

- Maintain a basic familiarity with the Aquarium's animal collection, and develop an understanding of the importance the collection plays in the fulfillment of the Aquarium's mission.
- Possess a general knowledge and be able to identify the location of key exhibits and displays in order to address inquiries, and enhance guest experience.

Programming

- Assist in overseeing the planning and production fundraising events as requested by the Director of Public Engagement.
- Assist in planning and producing community events as requested by the Director of Public Engagement.
- Assist with the distribution of advertising material, sending out invitations, interacting with event sponsors and assisting with post-event correspondences.

Regulatory Compliance

- Direct local and federal inspection agencies to the correct area operation upon arrival to the Aquarium of Niagara.

Safety

- Possess knowledge of prudent safety procedures and policies at the Aquarium of Niagara.
- Be aware of the use and location of personal protective and emergency equipment.

Volunteers and Student Interns

- Responsible to recognize and treat volunteers and interns as unpaid staff.
- Commit to providing them with a beneficial and positive learning experience.

The Public/Customer Service

- Remain acutely aware of the presence of needs of guests of the Aquarium of Niagara at all times.
- Maintain a friendly, courteous and helpful attitude towards visitors.

Qualifications

- Associates or Bachelor's degree museum studies, nonprofit management, communications, business, development, marketing, or equivalent degree.
- 5 years' experience, preferably in the not-for-profit sector in the development/ fundraising field.
- 1 or more year at the management level; managing staff and projects
- Proficient use in Microsoft Office software, including Microsoft Word and Excel.
- Attention to detail, and attitude of personal accountability.
- Must be able to think creatively and demonstrate excellent oral and written communication skills.
- Ability to work independently, at times with minimal supervision, as well as on a team as necessary.

Contact Information: Provide resume and cover letter to: dwebb@aquariumofniagara.org