



POSITION ANNOUNCEMENT

DEVELOPMENT COORDINATOR– F/T

ABOUT THE WITTE MUSEUM

The Witte Museum, a history and science museum along the San Antonio River, has a dynamic team and community based environment. The Witte Museum has 500,000 annual visitors and is a family focused museum.

The Witte Museum is a bold leader shaping the future of Texas through powerful partnerships that transform San Antonio into the city of the future where all people have the opportunity to create an extraordinary life. In March 2017, the Witte completed a \$100 million transformation, placing the museum on par with Top Tier institutions. Since then, the Witte has welcomed more than 700,000 people, shattering historic records for the museum and garnering awards for its exhibitions and architecture along the way. Standing on that platform, we are emboldened to launch a \$100 million Witte Forever Campaign to ensure enduring excellence, targeted to be completed on the 100th anniversary of the Witte Museum in 2026. The Witte is seeking top tier development professionals to ensure a solid foundation of support for the long term. Founded in 1926, the Witte Museum, where nature, science and culture meet, is San Antonio's premier museum promoting lifelong learning through innovative exhibition, programs and collections in natural history, science and South Texas heritage.

POSITION SUMMARY

The Development Coordinator plays a critical role in the Witte Museum's fundraising efforts to raise \$5.5 million in operational funding during FY2019. The Development Coordinator reports to the Chief of Advancement and works closely with the development staff. The Development Coordinator position is a professional administrative position with a degree of public contact. The Development Coordinator is the principal manager of the development office's database and records. Overall responsibilities include maintenance of the Tessitura database as well as donor and prospect files, membership, gift and acknowledgement processing, and general office support. In addition, this position provides support to other Development team members, and assists with events, mailings and other activities as assigned by the Chief of Advancement.

RESPONSIBILITIES

- Manage and maintain the donor database
- Process contributions and produce and mail gift acknowledgment letters
- Manage and maintain donor contact files
- Assists Development Team in implementation of events, such as membership previews, solicitation meetings, and Quillin and Witte Society events, including tracking attendance, creation of nametags, setting up of lunches and receptions, and other activities
- Manage and maintain accurate donation requests for community involvement of the museum staff and resources on a timely basis
- Assist with various aspects of solicitation and bulk mailings
- Participate in the planning and implementation of strategic development activities and in the creation and execution of annual development plans
- Assist the Chief of Advancement with other duties as assigned

EDUCATION

- Required: Bachelor's Degree in Liberal Arts, Humanities, Museum Studies or a related discipline

EXPERIENCE AND SKILLS

- Minimum of two years of general office experience in a complex office environment
- Proficient use and knowledge of Tessitura or Raiser's Edge (or other fundraising databases), Microsoft Word, and Excel
- Demonstrated ability to exercise excellent judgment, diplomacy, confidentiality and sensitivity to a range of constituents
- Demonstrated ability to manage multiple tasks, to be flexible and to prioritize to meet deadlines
- Excellent verbal and written communication skills
- Ability to think critically, strategically and creatively
- Extraordinary interpersonal skills to interact with a broad range of donors, volunteers, parents, students, alumni, teachers, staff and the general public
- Experience working in deadline-driven environments
- Able to work well in a team environment, handle multiple assignments and meet deadlines
- Able to monitor and meet income goals

PHYSICAL REQUIREMENTS

- Must be in good physical condition and able to lift and carry up to 30 lbs., while walking and climbing stairs
- Must be able to work flexible hours including evenings, weekends, and holidays as necessary

The Witte Museum is an equal opportunity employer.

Closing date: Open until filled

Résumé and Cover Letter may be emailed to: humanresources@wittemuseum.org