



DEVELOPMENT COORDINATOR

The Witte Museum is where Nature, Science and Culture meet, through the lens of Texas Deep Time and the themes of Land, Sky, and Water. The Witte is the only museum that focuses on Millions, Thousands and Hundreds of years in what we now call Texas. The Witte inspires people to shape the Future of Texas through transformative and relevant experiences in engaging exhibitions and programs. Founded in 1926, the Witte is located along the San Antonio River and has recently renovated and expanded the entire museum campus.

We are seeking candidates who exude professionalism, creativity and a drive to exceed goals. The ideal candidate must be passionate about the museum's mission and vision. This position may require occasional evening and weekend work.

POSITION SUMMARY:

The Development Coordinator plays a critical role in the Witte Museum's development efforts. The Development Coordinator provides high-level administrative support to the Chief of Advancement and Vice President of Development and works closely with the Development team in a dynamic team environment. The Development Coordinator performs confidential and administrative assignments as 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, gift and acknowledgement processing, campaign mailings, and general office support. The Development Coordinator also executes details of donor solicitations, including planning, packet preparation, and meeting setup and breakdown. In addition, this position assists with special events, including planning, preparation, processing and execution as a support to the Development Team. The Development Coordinator works with caterers and events team to ensure all events are organized, set up and broken down.

RESPONSIBILITIES:

- Assists Vice President of Development and Chief of Advancement with scheduling donor meetings
- Manage and maintain the donor database
- Process contributions and produce and mail gift acknowledgment letters in a timely manner
- Manage and maintain donor contact files
- Assists Development team in implementation of events, such as Witte Game Dinner, membership events, solicitation meetings, and Quillin and Witte Society events, including tracking attendance, creation of nametags, and other activities
- For Witte Game Dinner (WGD), serve as support for the WGD committee and help plan logistics of event
- Handle and keep 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
- Assist Development team with donor solicitations including packet preparation
- Orders catering, creates work orders, and sets up and breaks down lunches
- Participate in the planning and implementation of strategic development activities and in the creation and execution of annual development plans
- Assist the Vice President of Development and Chief of Advancement with other duties as assigned

EDUCATION:

- Required: Bachelor's degree

EXPERIENCE AND SKILLS:

- Display a positive attitude and can-do spirit
- Extraordinary interpersonal skills to interact with a broad range of donors, volunteers, parents, students, alumni, teachers, staff and the general public
- Proficient use and knowledge of Tessitura or Raiser's Edge (or other fundraising databases), and the Microsoft Suite (Word and Excel)
- Demonstrated ability to exercise excellent judgment, diplomacy, confidentiality and sensitivity to a range of constituents
- Excellent verbal and written communication skills
- Demonstrated ability to manage multiple tasks, to be flexible and to prioritize to meet deadlines
- Able to work well in a team environment
- Be organized and exhibit follow through on tasks and goals
- Ability to work without direct supervision
- Familiarity with non-profits, research methods, data standards, and databases
- Affinity for the museum, education, humanities and/or STEAM subjects
- Preferred: minimum of two years of general office experience in a complex office environment
- Preferred: proficient in Tessitura or Raiser's Edge software

PHYSICAL REQUIREMENTS:

- Must be in good physical condition, able to move moderately heavy objects (35lbs.), bend, stoop, walk, climb stairs, stand, and sit for extended periods of time
- Must be able to work a flexible schedule including evenings, weekends, and holidays
- Must have valid driver's license

The Witte Museum is an equal opportunity employer.

Closing date: Open until filled

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