



## Job Description

**Job Title:** Development Coordinator  
**Department:** Development  
**Reports to:** Assistant Director of Development  
**FLSA Status:** Non-Exempt  
**Hourly:** \$24 - \$25 per hour

### SUMMARY

The Development Coordinator is responsible for maintaining accurate development records through donor database management, gift processing and reporting. The Development Coordinator provides administrative support to the Development Department while supporting development initiatives to advance the mission and strategic goals of The Cynthia Woods Mitchell Pavilion.

### ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING

**Other duties may be assigned as necessary.**

#### Gift Processing and Data Management

- Manage the donor database with a high level of accuracy and attention to detail, including updating donor records and data entry.
- Process incoming gifts (monetary, in-kind, grants, and sponsorships) and ensure that gifts are accurately and timely recorded. Ensure all donations are processed and allocated in accordance with donor intent.
- Generate timely acknowledgment letters, tax receipts, and personalized donor communications.
- Reconcile contributions with finance records and ensure data integrity through routine audits.
- Generate and analyze reports to assess campaign performance and effectiveness.
- Track and manage membership renewals, benefits, and Stage Lighter engagement.
- Maintain strict confidentiality when handling sensitive donor information and financial data.

#### Donor Cultivation and Stewardship

- Assist with the identification, tracking, and cultivation of current and prospective donors.
- Support and engage a fundraising volunteer group through regular communication, coordinating participation, and fostering strong relationships.
- Collaborate with the Volunteer Manager to educate and engage Pavilion Partner volunteers in corporate matching gift programs.
- Collaborate with the Marketing team to provide donor-related content.

### **Event and Administrative Support**

- Provide general administrative support related to development initiatives.
- Assist in planning and executing special events such as galas, board receptions, and donor appreciation gatherings.
- Support fundraising events by managing guest RSVPs and registration platforms.
- Maintain a shared calendar to track grant submissions and deadlines.

### **SPECIAL ABILITIES AND SKILLS**

- Exceptional attention to detail and accuracy.
- Excellent written, verbal, and interpersonal communication skills.
- Strong organizational and time management skills, with the ability to manage multiple deadlines.
- Strong ability to craft compelling narratives for grants and donor communications.
- Demonstrated ability to work collaboratively with leadership and cross-functional teams.

### **EDUCATION AND EXPERIENCE**

- Bachelor's degree in nonprofit management, data management, communications, or a related field. Four years of relevant experience in lieu of degree.
- 2+ years of experience in nonprofit development or similar role.
- Strong computer literacy, including experience with donor database systems and proficiency in Microsoft Office.
- Familiarity with membership-based programs (e.g., patrons, subscribers, or museum members).
- Experience supporting fundraising events and Board development opportunities a plus.

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