DEVELOPMENT COORDINATOR

JOB SUMMARY
The Boston Athenæum seeks a mission-driven individual with professional fundraising experience and a strong interest in developing effective and efficient systems to nourish a growing development operation.

The Development Coordinator will be an integral part of the Development team and will take the lead on maintaining the accuracy of the donor database, overseeing the organization’s gift entry and acknowledgement process, researching donor prospects for annual giving, and supporting the planning and execution of institution-wide fundraising events. This role implements strategies to engage current and prospective donors, contributes to fundraising opportunities, and implements best practices to optimize the BA’s internal database.

A team player and a self-starter, the Development Coordinator is able to support or jump into new projects quickly, think creatively, and manage day-to-day tasks to meet near- and long-term goals. This role reports directly to the Chief Development Officer and works collaboratively with all members of the Development team.

RESPONSIBILITIES

- Work together with members of the Development team to meet or exceed annual revenue targets. Participates in the creation, planning, and implementation of new and existing strategies.
- Project manage the meetings of the Board of Trustees and associated Nominating and Governance and Advancement Committees.
- Create, run and maintain weekly and monthly reports.
- Prepare, track, and send pledge payment reminders in a timely manner.
- Create and implement a process for engaging new Proprietors.
- Research donor prospects and make qualified suggestions for new annual fund and special campaign prospects.
- Project manage donor events and oversee the mailings, registration, logistics, volunteer management, tracking attendees and reporting as it relates to fundraising objectives.
- Assist Development colleagues as needed to plan and execute fundraising, cultivation, and donor recognition events.
- Assist in expanding donor relations outreach efforts including new stewardship initiatives, donor travel program, and acknowledgment communications.
Participate in relationship-building with donors, patrons, and guests as appropriate.
Regularly reconcile donations, pledges and financial records with Finance.
Develop a strong proficiency in our donor database, Raiser’s Edge, to become a primary resource for any database questions or requests, including improving coding and procedures for donor strategy needs.
Update outdated development operations and processes documentation.
Perform a variety of administrative duties and other related duties as assigned.

REQUIRED QUALIFICATIONS

- Submit to and pass a background check, including criminal history, personal references, employment verifications, and Registry of Motor Vehicles (if applicable).
- Bachelor’s degree required.
- 1-2 years of experience in development preferred.
- Proficiency in GSuite and Microsoft Office (Excel, Word, PowerPoint).
- Demonstrated skill with data management systems and analysis; experience with Raiser's Edge or other CRM systems required.
- Strong project management skills and the ability to create and implement processes.
- Ability to exercise good judgment, confidentiality, and discretion.
- Ability to manage multiple projects and deadlines and to work well under pressure.
- Action-oriented and adaptable problem-solver with the ability to exercise professional judgment to find solutions to challenges as they arise
- Excellent verbal and written communication skills.
- Proven attention to detail and conscientiousness.
- Ability to work collaboratively and independently inside an organization and with external constituencies.
- Commitment to fostering a workplace culture of teamwork, diversity, and inclusion.

TO APPLY: Please send a cover letter and a resume, including current availability, to hradvancement@bostonathenaeum.org.

The Boston Athenæum is an equal opportunity employer. We encourage individuals of diverse backgrounds to apply and are committed to hiring individuals who value a diverse and inclusive work environment. The Boston Athenæum is also committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. To request a reasonable accommodation, please contact the Human Resources Manager, Hannah Ovaska, at 617-720-7622 or ovaska@bostonathenaeum.org.
ABOUT THE BOSTON ATHENÆUM

Founded in 1807 as “a fountain, at which all, who choose, may gratify their thirst for knowledge,” the Boston Athenæum has evolved into a beloved subscription library, specializing in history, biography, literature, and art. 5,000 Households maintain active memberships in the Athenæum, and enjoy a range of services from individualized reference assistance to superb children’s programming, from discussion groups to curated selections of digital and print resources. Tourists and scholars from around the world consult the quarter-million rare items in the collection, which includes George Washington’s personal library; an important collection of early American portraits; rich holdings related to the Civil War and documenting New England’s built environment; and the Athenæum’s own historical archives, attesting to the institution’s role in American arts and letters. Each year, the Athenæum offers hundreds of cultural programs— including lectures, concerts, performances, exhibitions, and tastings—within its exquisite National Historic Landmark structure, widely regarded as one of the most beautiful libraries in the world.