



Sun Valley Center for the Arts

191 Fifth Street East, Ketchum, Idaho
P.O. Box 656, Sun Valley, ID 83353
208-726-9491, fax 208-726-2344
www.sunvalleycenter.org

Job Title: Development Coordinator

Reports To: Database Administrator

Purpose: The Development Coordinator is responsible for gift processing, acknowledgement and database coordination in order to provide proper stewardship for donors. The Development Coordinator provides overall support for the Development Department by assisting with special appeals, events, patron concierge services, year-end appeal and managing memberships. The Development Coordinator also acts as the Board Liaison assisting the Executive Director to manage the administration of all board meetings and retreats.

Key Responsibilities

Development:

- Provide strong administrative support for the Development team through donor database management
- Process gifts according to Center policy, standards and procedures, and create and send acknowledgement letters in a timely manner
- Input all data and track contributions from members, donors, corporate sponsors, and foundations, including Wine Auction and other special events
- Manage weekly donor gratitude communication as a liaison between donors, staff and board
- Reconcile the donor database with accounting records monthly in conjunction with the Finance Assistant
- Generate mailings such as membership renewal, general appeal and annual fund
- Generate thank-you mailings to members, donors, corporate sponsors and foundations
- Provide stewardship of all donors through correspondence and other approved messages to community members
- Assist with prospect research as directed
- Help generate funding appeals and provide support materials for all development marketing print materials and online communication
- Schedule and manage volunteers for mailings and development support in conjunction with the Volunteer Coordinator
- Attend monthly Institutional Support Team meetings
- Provide general grant support

Special Events and Fundraising General:

- Generate donor and participant lists as needed
- Assist, as needed with on-site, pre- and post-event support for Wine Auction and other fundraising and cultivation events
- Assist the Development team as needed with correspondence, invitations, RSVP's etc. for fundraising special events

Misc Admin support:

- Work with the Executive Director to manage the administration of all Board meetings and events (agendas, coordination and distribution of meeting materials, meeting correspondence and execution, meeting minutes, venues, orientation process, board portal etc.)
- Provide backup for Box Office and Front Desk during high-traffic times
- Along with Database Administrator, ensure database is maintained and updated in a manner that will provide prompt and accurate delivery of information for fundraising
- Run queries and reports as needed

Qualifications Required:

- Demonstrated proficiency with Microsoft Office applications, especially Excel, Word, PowerPoint, Outlook and Outlook calendar
- Proficiency in donor database software, Raiser Edge preferred
- Prior successful experience performing administrative, office and customer service functions
- Strong organizational skills and proven record of success with complex and detail oriented assignments
- Ability to learn new software and technology quickly
- Proven ability to manage multiple projects according to strict deadlines
- Must have excellent writing and strong communications skills, both verbal and written
- Team player with an even temperament
- Good public presence and positive attitude toward all people
- High level of ethics and an ability to handle confidential donor database information

Focus:

Development: 85%

Events: 15%

Hours

- The position is a full-time non-exempt position
- Regular hours are 9:00 – 5:00 Monday through Friday, with nights and weekends as needed based on program and event schedules

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work regularly requiring sedentary activity using a computer keyboard and mouse.
- Work requiring physical effort including, but not limited to: walking and/or brisk walking, lifting 10-45 lbs, climbing/descending steps, climbing/descending ladders, moving cases of wine

The Sun Valley Center for the Arts is an Equal Opportunity Employer