

Fort Bend History Association

JOB DESCRIPTION

Position Title: Development Coordinator
Compensation: \$48,000-\$50,000
Supervisor: Executive Director of the Fort Bend History Association

Qualifications:

- Bachelor's Degree in related field required
- 3+ years of experience in nonprofit development or sales experience, preferably with grant writing and corporate and individual donor fundraising
- Strong community advocate with ability to attract and engage community partners for the Fort Bend History Association
- Outstanding leader, with exceptional written, verbal, and interpersonal communication skills
- Computer literacy in basic office applications
- Knowledge of donor database programs such as Raiser's Edge Donor software a plus

Overall Objective: To lead the FBHA to the next level of development, making it strongly competitive with other museums in the area and a leader in the historical museum field; to increase visibility of the History Association to corporate, civic, and individual members of the greater Houston and Fort Bend communities; and to fulfill the mission, objectives, strategic plan, and the expectations of an AAM-accredited museum.

Position Description: The Development Coordinator is responsible for facilitating strong relationships within the funding community and managing the organization's fundraising program, as well as garnering programmatic and general operating support from individuals, corporations, foundations, and government agencies, through grant writing, the annual fund, special events, sponsorships, and major gifts. They will provide strong development and fundraising leadership and expertise; advocate strongly in the community for the History Association; increase area financial support for the History Association; and help fulfill the goals and objectives of the strategic plan.

RESPONSIBILITIES

1) Museum Development

- Responsible for securing a minimum of \$250,000 annually through individual, corporate, and foundation support.
- Develop and implement the three-year annual development plan in partnership with the Executive Director.
- Cultivate donors to participate in annual giving, major gifts, and corporate sponsorship.
- Develop and implement recognition programs for all donors, researching innovative ways to acknowledge benefactors and volunteers. Recognize donations with appropriate letters, personal contacts, press releases and/or phone calls.
- Work with the Executive Director to involve Board members, FBHA members and the general community in History Association initiatives and development plans.

- Attend History Association events and meetings; help to increase the History Association presence in the community by joining and participating in community organizations and attending community events.
- Collaborate with Marketing to ensure that all fundraising efforts are successfully promoted on website, other print media, and on social media sites.

2) Database Management

- Maintain accurate and timely database records of all FBHA financial donors, prospects, and volunteers.
- Utilize the database to provide letters, labels, reports, and other information.
- Update database on regular basis.
- Report all contributions, donations, new grant submissions and awards to the Executive Director on a monthly basis.

3) Special Events

- Serve as project manager to ensure that the event major timeline is followed and deadlines are met.
- Facilitate volunteer planning committees through entire cycle of event preparation.
- Identify and ensure logistical arrangements for physical setup.
- Prepare materials and implement process of donor solicitations, including all correspondence, invitations, and acknowledgements.
- Assist Executive Director with other event-related tasks as needed.

4) Annual Campaigns and Grants

- Implement efforts to successfully achieve corporate, individual, foundation and membership fundraising campaigns as outlined in departmental strategic plan.
- Research, identify and cultivate government, corporate and private funding.
- Direct development of foundation grants and other grant funding.
- Prepare materials and implement process for annual campaign cycles.
- Write, submit and track grant proposals and reports
- Facilitate grant proposals by providing required documentation and clerical support.
- Maintain timely calendar of upcoming grant deadlines.
- Ensure compliance with all grant/contract recognition and reporting as required by funding organization

5) Other duties as assigned by the Executive Director

Send resumes to jobs@fbhistory.org