



Job Title	Museum Development Coordinator	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	5	Job Code	17702

Class Specification – Museum Development Coordinator

Summary Statement:	
<p>The purpose of this position is to create, implement, and evaluate all fundraising activities of the Colorado Springs Pioneers Museum (CSPM). Manage and coordinate development activities including membership, special events, annual campaigns, major gifts, corporate sponsorships, grants, and planned giving; provide oversight of earned income and marketing efforts; implement donor cultivation and appreciation activities; oversee administrative staff and volunteers; and evaluate short-term and long-term development strategies that support the mission. Other duties include assisting with oversight of museum operations and staff supervision as assigned.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
60%	Manages a broad array of development efforts; coordinates direct mail appeals and conducts personal solicitations for funding; meets with donors on a regular basis to acquire gifts; identifies grant opportunities and completes applications; and expands membership as a source of sustainable support.
15%	Manages donor tracking, recognition, and stewardship activities by maintaining development database and other necessary systems; creates annual reports and financial summaries; tracks grant projects and files reports with grant agencies; and provides supervision and leadership for hourly and contract staff.
15%	Coordinates marketing, special events, and earned income events that generate gifts and memberships oversees facility rental activities; serves as staff liaison to development and marketing committees; and ensures the development and dissemination of marketing materials to build interest and involvement from multiple constituencies.
5%	Meets with board members and committees to plan development and marketing strategies; shares reports and updates regarding development functions; and evaluates strategic priorities.



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5%	Assists with museum operations as needed by helping with museum events and exhibits; and may serve in a supervisory role with regular and hourly staff as needed or assigned.
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Competencies Required:	
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.	
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	

Technical Skills Required: Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.
Education: Bachelor's degree from an accredited college or university with major coursework in business management, public administration, or related field.
Experience: Five years of full-time responsible experience in a non-profit, museum or related institution, including two years of administrative or supervisory responsibility.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.
Certifications required in accordance with standards established by departmental policy.



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Supervision Exercised:

Work requires supervising and monitoring performance for a regular group of employees including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:

Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility: This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.



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Specialized Computer Equipment and Software: Microsoft Office, Adobe InDesign, file maker, Donor Perfect, and web design tools.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: October 2014