



CONTACT
Paula McLaughlin
Director of Engagement
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The Contemporary Dayton

Job Description: Development Coordinator

Reports to: Director of Engagement
Department: Development
Status: Exempt
Hours: 20 hrs/weekly Onsite
Location: Dayton
Direct reports: None
Date: 8.18.2022
Approved by:
Salary Range: \$25K/\$28K per annum

The Contemporary Dayton (The Co) is a nonprofit contemporary art gallery located in the historic Dayton Arcade.

Development Coordinator

The Development Coordinator will work closely with the Director of Engagement and will serve in a critical administrative role. Reporting to the Director of Engagement, but working closely with the Director of Marketing, the finance department, and donors. This is part-time position is responsible for maintaining the organization's database with responsibility for gift entry and acknowledgment, as well as reporting and analytics. The position will also assist with events, mailings, and general office tasks as required.

Key Priorities

- Process donations to The Co and ensure gift entries in the database match records maintained in accounting and support reconciliation of differences monthly, or as needed
- Enter data accurately and in a timely manner with high attention to detail
- Work with staff to create, update, and maintain data entry standards and ensure the database is used properly by all staff members and meets the needs of the organization while overseeing data integrity
- Produce gift acknowledgments and pledge reminders
- Oversee donor stewardship activities such as assigning thank you calls, updating gift acknowledgment language and templates, etc.

- Create and interpret regular fundraising status reports, conduct queries to retrieve data, and create lists based on requested parameters when requested by staff
- Oversee integration between database and email marketing software
- Create and update giving forms on the website
- Manage accounts for donation and matching gift programs
- Collaborate with coworkers on mailings, events, reception duties, and support smooth office operations
- Perform other administrative duties as assigned

Knowledge/Abilities/Requirements

- Able to handle confidential donor information with sensitivity, integrity, and accuracy
- Possess excellent written and oral communication skills
- Expertise in Microsoft Office
- Ability to work collaboratively
- Ability to work office hours in our Dayton Office
- Commitment to fostering an inclusive and welcoming professional environment
- Proof of work eligibility

Qualifications

- Associate's or Bachelor's degree or commensurate experience
- At least two years of related professional experience, preferably in a nonprofit setting
- Experience working with Blackbaud products
- Experience with Microsoft Office

Compensation

Competitive salary based on skills and experience. (Salary range of \$25,000 to \$28,000).

Parking is included.

To Apply

The Contemporary Dayton is an equal opportunity employer and is committed to workforce diversity. Black, Indigenous, and People of Color are strongly encouraged to apply. The position will remain open until filled. To apply, please send a cover letter and resume to paula@codayton.org, subject line "Development Coordinator: your name."