



Development Coordinator (*Title may be negotiated*)

Full-Time | In-Office Position

Compensation: \$50,000–\$60,000 annually

Reports To: Executive Director

Position Summary

The Development Coordinator supports fundraising operations, donor engagement, and membership initiatives for The Contemporary Dayton. The position manages annual giving campaigns, sponsorship coordination, grants administration, donor communications, and fundraising logistics while supporting broader advancement strategies. This role is ideal for an organized, detail-oriented professional with strong communication skills and an interest in nonprofit development and contemporary arts organizations.

Key Responsibilities

Fundraising & Membership

- Coordinate Annual Fund and membership campaigns.
- Manage donor acknowledgments, renewals, and stewardship communications.
- Support sponsorship outreach, fulfillment, and reporting.

Grants & Advancement Support

- Assist with grant research, writing, tracking, and reporting deadlines.
- Write and manage annual and recurring grant applications and reports; support the Executive Director with narrative development for new grant opportunities; and collaborate with the Executive Director to oversee grant requirements, timelines, supporting materials, financial coordination, and reporting details.
- Maintain fundraising calendars, donor records, and development files.
- Prepare materials for donor meetings, fundraising campaigns, and Board reports.

Donor Database & Administration

- Manage donor database and gift entry systems.
- Track contributions, pledges, sponsorships, and membership activity.
- Generate reports and support development analytics as needed.

Events & Communications

- Assist with fundraising events, donor cultivation activities, and membership programs.
 - Coordinate donor communications and development-related marketing materials in collaboration with staff.
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Qualifications

- Minimum of three years of experience in nonprofit administration, communications, fundraising, development coordination, or a related field preferred.
- Strong organizational, writing, and interpersonal communication skills.
- Experience with donor databases, spreadsheets, and administrative systems preferred.
- Ability to manage multiple projects and deadlines effectively.
- Interest in art, nonprofit development, and community engagement.

Application Instructions

Interested candidates should submit via email to cking@codayton.org:

- A cover letter describing their interest in the position and how their experience aligns with The Contemporary Dayton's mission and future direction.
- A current résumé or curriculum vitae.
- Contact information for three professional references (references will not be contacted without the candidate's permission).
- The search committee welcomes candidates whose experience has been gained in museums, contemporary arts organizations, higher education, community arts, philanthropy, cultural leadership, or related nonprofit fields.
- Priority consideration will be given to applications received by September 11, 2026. The position will remain open until filled.