



Fundraising & Program Coordinator

Position Summary: This position will provide key leadership to the Discovery Center & Pier through the administration and coordination of the organization's fund development program and its public and partner programming. This position will also provide administrative and operating support to the CEO.

Our nonprofit organization is experiencing an encouraging level of growth at this time and therefore, the volume and variety of work will be challenging and must be met with enthusiasm, professionalism, and flexibility. The ideal candidate will be self-motivated and possess the ability to anticipate what needs to be done and seek out ways to assist and lead. The individual should be willing to assist with new projects and opportunities as they arise; and, have good judgment in setting priorities to effectively manage between a broad range of duties.

Fundraising (~33%) *

- Gift Entry
 - Process, enter, and acknowledge donations
 - Build system for tracking and collecting multi-year and annual pledges
- CRM (Constituent database)
 - Help select, onboard a new software, and populate initial constituent records
 - Maintain data integrity by keeping records accurate and updated
- Reporting
 - Analyze data and prepare reports to provide insightful information (identification of philanthropic trends and opportunities) to support organizational goals
- Grants
 - Perform foundation and grant research to identify new funding opportunities
 - Write and edit grant proposals, letters of inquiry, interim and final grant reports
 - Maintain internal grants calendar and monitor team progress against deadlines
 - Correspond with Accountant to ensure timely and accurate financial documentation
- Gift Solicitation
 - Manage solicitation mailings including creating mailing segments, executing mail merges, and working with a vendor to complete the mailing
 - Draft and edit solicitation letters

Program Coordination (~33%) *

- Strengthen and expand our existing program that provides underprivileged youth with the recreational and educational offerings for our partners
- Develop new partnerships and programs to connect people of all ages, needs and abilities to the Great Lakes

Operations Assistance (~33%) *

- Assist with coordinating partner, community and public use of the soon-to-be redeveloped Discovery Pier and its amenities

- Serve as the first point of contact with the public – answering the phone, taking messages, sharing information (verbally, email, and via mail), and maintaining a positive public relationship
- Coordinate Discovery Center sponsored event logistics
- Assist with routine maintenance/management of website and social media
- Assist with assigned support work from the CEO

*These percentages of time allocations are estimates and will likely fluctuate and evolve over time.

Qualifications

- Bachelor's degree required and a minimum of 2 to 5 years in a fundraising and/or non-profit programming or similar experience, preferred
- Highly skilled with MS Office Suite software
- Working knowledge of donor database software or other customer-service based software preferred
- Strong communication (written, listening and verbal) and interpersonal skills required to interact with donors, vendors, partners, board members and coworkers in a positive and professional manner
- Superior administrative and organizational skills, high degree of accuracy, attention to detail and thoroughness
- Excellent data entry and database management skills
- Ability to work both independently as well as in a team environment
- Analytical ability to gather and summarize data, prepare reports and find solutions to various administrative problems
- High degree of confidentiality, discretion, and judgment required
- Enjoy assisting people
- Valid driver's license and a good driving record
- Integrity, honesty, and ethical decision making required

This is an at-will, salaried position with benefits and reports to the CEO.

Working Conditions

This position will be based at the Discovery Center's office and Pier in Traverse City, MI, and will require occasional nights and weekends for events and gatherings.

Compensation

This is a non-exempt full-time position with a competitive salary (\$42,500 - \$55,000) commensurate with background and experience. The Discovery Center offers a suite of benefits including 403(b) match, health insurance, and flexible work schedule.

Please email resume and cover letter to matt@discoverygreatlakes.org by 5:00 p.m. July 30, 2021.

The Discovery Center is an equal opportunity employer and will not discriminate in employment, promotions, or compensation on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, handicap, or veteran status.

The Discovery Center's mission is to connect people of all ages, abilities and needs to the Great Lakes through recreation, education, history, science, and stewardship.

