

5.15 DEVELOPMENT SYSTEMS COORDINATOR Resource and Enterprise Center



REPORTS TO:	Associate Director, Major and Planned Gifts
SUPERVISES:	None
STATUS:	Full Time, Non-Exempt

OMCA CORE COMMITMENT

All staff embrace and advance the OMCA mission, values, and vision, and uphold OMCA core principles in their work, public interactions, working relationships, and efforts on behalf of the Museum and the people OMCA serves. This shared commitment helps build a relevant and sustainable future for OMCA. The core principles are:

- **Open optimism**... communicating, learning, experimenting, and working in new ways while upholding mutual respect, trust, transparency, and quality in our work
- **Mission minded**... embracing collective leadership for institutional success in the visitor experience, public engagement, financial sustainability, and relevancy for the future
- **Courageous collaborations**...integrating multiple viewpoints and talents through cross-disciplinary, cross-functional, and cooperative processes within the Museum and with our public and communities
- **Adaptive accountability**...demonstrating capacity to fulfill expectations while remaining responsive to the issues of our community and the ever changing environment in which we work

ROLE OF THE RESOURCE AND ENTERPRISE CENTER

The Resource and Enterprise Center cultivates a vibrant mix of contributed, earned, and business development to support OMCA. Working with trustees and staff, the REC Center staff manage development and fundraising activities, membership, special events, facility rental, group sales, the Museum store, and innovative business development practices.

SUMMARY OF POSITION DUTIES AND RESPONSIBILITIES

The Development Systems Coordinator is responsible for maintaining the informational and organizational systems for the Center including the integrity of Raiser's Edge donor database and other computer software, office supplies, and equipment, and maintains Center policies and procedures manuals. The Development Systems Coordinator reports to the Associate Director, Major and Planned Gifts and works closely with colleagues throughout the Resource and Enterprise Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following reflects OMCA's definition of essential functions for this position, but does not restrict the tasks that may be assigned. OMCA may assign or reassign duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

Institutional Responsibilities

- Support the Museum's mission, values, vision, and core commitment to the visitor experience, community engagement, and institutional relevancy for the future;
- Contribute to and support the OMCA strategic plan, annual priorities, and institutional initiatives such as diversity advancement;
- Exercise leadership, the highest level of integrity, and professionalism in all aspects of work on behalf of OMCA and service to the public;
- Contribute creative ideas and propose solutions to support a proactive work environment;
- Contribute to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation, and openness to many perspectives;
- Work within guidelines for the prudent management of the OMCA annual budget and finances;
- Adhere to personnel policies and practices;
- Participate in a culture of ongoing learning, collaboration, innovation, creativity, and community engagement;
- Participate on and/or lead project teams as assigned; and,
- Participate in conversations and education about museum practices, standards, and trends that contribute to a 21st century museum in service to the public.

Database Administration

- Serve as the Center's fundraising database administrator, maintaining manuals, business rules, and staff training;
- Serve as liaison with vendors and manage updates and upgrades as needed;
- Set up fundraising campaigns in the database;
- Create and maintain solicitor portfolios and all constituent records for major individual donors and institutional funders;
- Design and maintain the appeals, acknowledgment templates, queries, and reports that are regularly used by the Center fundraisers;
- Pull lists and prepare monthly renewal notices for Donor Forum members, track in Raiser's Edge (RE), and assist with major gift cultivation and stewardship efforts by preparing appeals, acknowledgement packets, and personalized correspondence;
- Enter and track all gifts from major individual donors and institutional donors, capital campaign, planned, and endowment gifts, and generate appropriate acknowledgments;
- Track all pledges, including capital campaign, multi-year gifts and grant, and send pledge reminders as scheduled;
- Prepare solicitation, gift entry, and contributed income reports; and,
- Reconcile RE records with Financial Edge records on a monthly basis, provide annual and cash flow reports as needed by ISC, and work with ISC to support annual audit.

General Administration

- Maintain department inventory of stationary and event supplies;
- Initiate purchase orders;
- Track the fundraising department's expenses; and,
- Coordinate the ongoing recruitment, training, and supervision of volunteers and interns for the Center.

QUALIFICATIONS

Knowledge of:

- Fundraising principles, including the cultivation/solicitation/stewardship cycle;
- Microsoft Office programs and the Raiser's Edge;
- English, fluent in both spoken and written form; and,
- A secondary language, such as Spanish or Chinese, is desired.

Ability to:

- Produce a variety of reports and other documents with a high attention to detail, accuracy, and in manner that reflects OMCA's brand;
- Establish and maintain effective personal relationships with donors, volunteers, and staff working in a team environment;
- Take overall direction and work independently;
- Manage multiple projects simultaneously;
- Meet deadlines;
- Maintain a high level of creativity and willingness to learn new tasks and take on new projects to support the Museum's fundraising goals; and,
- Work with a variety of donor data while maintaining sensitivity and confidentiality.

EDUCATION AND EXPERIENCE

A combination of experience and education that demonstrates possession of the necessary knowledge and abilities for this position is required as noted:

- Minimum three years of database management for nonprofit organization required, with some supervisory experience;
- Museum experience desirable; and,
- Bachelor's degree from an accredited college or university.

PHYSICAL & MENTAL REQUIREMENTS

While performing the duties of this position, the employee is frequently required to do the following:

- Stand, sit, and walk for extended periods of time;
- Crouch, bend, and reach;
- Coordinate multiple tasks simultaneously;
- Collect, interpret, and/or analyze complex data and information;
- Utilize visual acuity to operate equipment, read technical information, and/or use a keyboard; and,

- Utilize hand and finger dexterity.

WORK ENVIRONMENT

While performing the duties of this position, the employee is frequently exposed to the following:

- Noise, such as groups of people working in enclosed areas;
- Dust and odors; and,
- Typical office environment.