TOWN OF NORMAL
invites applications for the position of:
Development Coordinator

SALARY: $46,329.00 - $54,503.00 Annually
OPENING DATE: 03/19/20
CLOSING DATE: 04/20/20 05:00 PM

JOB DESCRIPTION:

The above salary range is the starting salary and depends on qualifications. The complete salary range for the position is currently $46,329.00 to $73,680.00.

The Development Coordinator pursues joint fundraising opportunities and long-term development strategies, manages donor relations, and participates in mission-based programming and fundraising with Cultural Arts Department management, staff, and CDM Foundation Board members for the purpose of supporting the museum and department programs. This position takes a primary role in fundraising efforts, assists with policy development, coordinates annual campaigns, event sponsorships, grant research and writing, and major gifts as appropriate and necessary. Activities include, but are not limited to, data development and management for identification, cultivation, recognition, and solicitation of individuals, corporations, and foundations, and administrative duties as assigned.

Must become knowledgeable in all aspects of the department and be a strong partner to staff and CDM Foundation board. Will work with Cultural Arts/Museum Director and CDM Foundation Board as a liaison to community donor organizations and individual donors, and become recognized as a passionate advocate of the CDM, Cultural Arts, staff, and Town of Normal.

This position will consist of a combination of regular office hours and evening/weekend hours necessary for donor cultivation. As a Town of Normal employee, this position must comply with all policies and regulations governing municipal employees. This position will receive guidance and support from the Cultural Arts/Museum Director and is accountable to both the Director and the CDM Foundation Board leadership for donor development, assistance with board/committee management, and successful implementation of the Foundation's fundraising strategic plan.

DUTIES/ESSENTIAL JOB FUNCTIONS:

- Solicit donors for financial support of CDM and Foundation objectives.
- Work with staff to build new sponsor opportunities for Cultural Arts events in Uptown Normal and the Normal Theater.
- Coordination of, and administrative support for, donor development efforts; including, but not limited to drafting development policies and procedures, tracking donor contacts and information in Altru database, creating and preparing donor reports and collateral as requested, participating in solicitations as needed, facilitating recognition efforts, etc.
- Lead research and grant writing efforts, coordinating with Museum educators and Theater staff to identify needs and gather required materials; includes grant reports and follow through with support from the Cultural Arts/Museum Director and staff.
- Develop and implement a successful donor strategy and execution plan in partnership with Cultural Arts Operations and Marketing team, including a timeline, metrics, and detailed milestones to increase annual donated revenue.
- Prepare and present reports to the Cultural Arts/Museum Director and Foundation Board regarding outreach activities, the status of fundraising efforts, and progress toward reaching donor and fundraising goals.
- Take ownership for or assist with special projects as needed and as assigned by the Cultural Arts/Museum Director to advance the mission and effectiveness of the Department and the CDM
REQUIRED KNOWLEDGE, SKILL AND ABILITIES:

- Knowledge of not-for-profit environment.
- Skill in the use of Microsoft Office Suite and Altru or similar relational database software.
- Knowledge of principles and practices of ethical donor development.
- Excellent organizational skills.
- Responsible, self-directed, and disciplined to work with minimal supervision.
- Excellent communication, writing, and public relations skills.
- Demonstrated success with event planning and team/sponsor recruitment.

DESIRABLE TRAINING AND EXPERIENCE:

A bachelor’s degree from an accredited college or university in business, communications, public relations, journalism or related field and considerable work experience with grant and/or project management, donor relations, prospect research; completed a certification or training program for major gift fundraising principles, techniques, and strategies; experience working with a Board of Directors and volunteers; and knowledge of design software, email, and social media content management.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.normal.org

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The Town of Normal is an equal opportunity employer.