

Position Announcement: Part-Time Development Coordinator

The Baltimore Museum of Industry seeks a motivated, team-oriented **Development Coordinator (PT)** to support the museum's fundraising efforts. Joining a department of three other people, the Development Coordinator provides critical support for the stewardship and solicitation of gifts from individuals, corporations, foundations, and government agencies.

The Development Coordinator handles many of the daily operations and administrative functions of the Development Department to support the team and help it meet its annual fundraising goals. Reporting to the Development Director, the Development Coordinator's primary responsibility is to manage the museum's portfolio of government, corporate, and foundation donors to ensure that all grant proposals, applications, and reports are submitted in a timely fashion. This requires maintaining and updating the BMI's grants calendar, communicating with colleagues in other departments, and completing detailed financial and narrative reports. The Coordinator also conducts prospect research and collaborates with development department colleagues on fundraising appeals, event planning, and donor communications. This role is ideal for a detail-oriented professional who can establish and meet deadlines.

If you bring an open mind, and curiosity, we will provide training, mentorship, and opportunities for professional growth.

Responsibilities:

- **Grants Management:** Maintain the BMI's institutional grant portfolio, ensuring that all applications and reports are submitted on time; coordinate creation and submission of proposals and reports to funders/prospects
- **Database Administration:** Help maintain donor database (Altru), ensuring that donor records are up to date
- **Research:** Identify new foundations and corporations for the BMI to solicit
- **Collaborate:** Participate in regular meetings with Development colleagues to establish annual fundraising goals; determine priority activities and brainstorm strategies for meeting goals; collaborate with colleagues in other departments to identify fundraising opportunities and to track progress towards grant activities/outcomes
- **Support:** Participate in the creation of fundraising appeals and donor communications, and assist with fundraising event planning
- Assist with mailings, including quarterly tax receipts, semi-annual appeal letters, donor newsletters, and membership renewals
- Additional duties as required

Qualifications:

- Excellent verbal and written communication skills
- Strong critical thinking, research, analytic, and organizational skills
- Ability to follow established processes and implement best practices
- Ability to work on multiple tasks, prioritize, meet deadlines, and ensure accuracy
- Willingness to take initiative, help problem solve, and work collaboratively with colleagues within the Development Department and in other museum departments

- Good people skills and an eagerness to foster strong professional relationships with funders and other stakeholders
- Proficiency with CRM systems (Altru CRM experience, a plus) and/or willingness to learn how to operate Altru database
- Computer literacy (Windows-based software: Word, Excel, PowerPoint; G Suite)
- Bachelor's degree or equivalent life experience
- Prior fundraising experience is not required, but we are looking for someone who is interested in learning

Schedule and Compensation:

This position is 20 hours/week, occasional evening and weekend work required. This position is hybrid with some in-person meetings required. The work days and schedule are flexible within each work week.

The pay for this position is \$25/hour, and benefits include paid sick time and free onsite parking.

To apply:

Please send a cover letter that demonstrates your writing skills and expresses why you want this job, along with a resume and names of three references to humanresources@thebmi.org noting Development Coordinator and your last name in the subject line. Applications will be accepted on a rolling basis.

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No one candidate will be perfect for this job. We recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. Diversity of experience and skills combined with passion are a key to professional success. No one ever meets 100% of the qualifications. Please just apply.

The Baltimore Museum of Industry provides equal opportunity to all applicants for employment. No applicant shall be discriminated against based on race, color, religion, sex (including pregnancy), national origin, age, disability, genetic information, or any other legally protected classification.

Located on the waterfront near Baltimore's Inner Harbor, The Baltimore Museum of Industry interprets the diverse and significant human stories behind labor and innovation in Baltimore, cultivating a sense of belonging and inspiring visitors to think critically about the intersection of work and society. With an ambitious strategic plan in place, museum staff are focused on increasing the museum's visibility and growing visitation and revenue. For more information visit, www.thebmi.org.