

VULCAN PARK FOUNDATION

Job Description

Position Title:	Development Coordinator
Pay Grade:	Salaried
Exempt/Non-Exempt:	Exempt
Reports to:	Director of Development
Effective Date:	4/10/2025

General Position Summary

The Development Coordinator plays a critical role in advancing Vulcan Park & Museum's mission to preserve and promote Birmingham's diverse history and culture. This role ensures the smooth operation of fundraising activities that support our educational programs, exhibits, and public events.

The Development Coordinator facilitates development department effectiveness and efficiency, assisting the Director of Development with successful implementation of fundraising efforts. Provides administrative support for Junior Board and other committees.

Essential Functions/Major Responsibilities

- Assists the Director of Development in creating and implementing annual fundraising plans with a range of activities including supporting the preparation and submission of grant proposals, corporate and individual requests, fundraising events, donor solicitation mailings, etc.
- Responsible for membership program, promoting new members, encouraging renewals, and considering changes to benefits and member levels.
- Serves as staff liaison to Junior Leadership Board, assisting in coordinating and attending meetings and supporting their fundraising efforts, i.e. Vulcans on Parade.
- Maintains current records in the electronic database (Versai), updating constituent information, generates reports, enters gifts, prepares gift acknowledgments and pledge payment letters, and other fundraising functions.
- Provides support for fundraising events, including coordinating planning activities, assisting with logistics, and ensuring successful event execution.
- Track and compile grant reporting as required by funders for review and submission.
- Maintains detailed records of contributions and commitments and assists in compiling fundraising metrics and donor engagement reports for internal tracking, board meetings, and grant reporting.
- Provides support for donor cultivation and stewardship events, including preparation of materials, guest list management, and onsite logistics.
- Reconciles records with Bookkeeper on monthly basis.

Secondary Functions

- Assists Director of Development in identifying and tracking donor prospects through suggestions from staff, past and current Board members, existing donors and colleagues, and by conducting research (e.g. Book of Lists, etc.)
- Coordinate arrangements for on-site visits and tours for prospects and donors.
- May deliver bank deposits and get change as needed.
- Participates in professional development activities to enhance knowledge and skills.
- Other duties as assigned.

Job Scope

The Development Coordinator performs duties under general supervision, operating from established directions and guidelines. Decisions are made within general company policy constraints, or with guidance of Director of Development, and in keeping with vision and mission statements. The Development Coordinator performs a variety of complicated and concurrent tasks. Must be able to handle multiple duties, respond to changing priorities, completing tasks efficiently and in an organized manner.

Supervisory Responsibility:

No direct supervision, oversees some contracted service providers or interns and/or volunteers.

Interpersonal Contacts:

The Development Coordinator has both internal and external contacts. The most common internal contacts are with staff members and volunteers. The most frequent external contacts are with members, Board of Directors, Junior Board, government officials, donors, and other influential members of the community. Other external contacts may include contract service providers and suppliers. Internal interactions involve information exchange, problem solving, and creative exchange of ideas. External interactions involve presentation of information, written, verbal and personal communication, and exchange of confidential information.

Required Job Skills, Knowledge and Abilities:

- Ability to produce high quality work with keen attention to detail.
- Excellent organization and planning skills.
- Physical and mental ability to operate, and competency with computers, software (word processing, database management, spreadsheets) and an understanding of and comfort with other office technology and equipment.
- Excellent judgment and discretion with confidential information.
- Strong written communication skills with the ability to write clear, well-structured, articulate and persuasive funding proposals and other forms of written communication.
- Mental ability to handle multiple duties, consistently prioritize work, analyze and solve problems and meet deadlines.
- Excellent customer service and interpersonal skills, with an ability to interact with different personality types.
- Ability to work as a team member, performing non-routine tasks as needed.

Minimum Education and Experience

Minimum of two years in office administration with knowledge of data, administrative and clerical management procedures required. Business degree or equivalent a plus. Minimum of one year of nonprofit fundraising experience and/or grant writing experience preferred.

Job Conditions

This position requires recurrent usage of computers and other electronic devices, requiring the individual to work alone, sitting for long periods of time and manipulating small objects. Other working conditions include working with others, working with deadlines, with frequent interruptions, and working long hours or evenings during peak periods or for events.

Salary Range: \$45,000 – \$55,000 annually, commensurate with experience and qualifications.

To Apply: Email your resume and cover letter to development@visitvulcan.com