



Development Coordinator (Full time, non-exempt)

Reports to: Director of Annual Fundraising

Position Description

The New Bedford Whaling Museum is hiring a full time Development Coordinator. The Development Coordinator will be a key part the Development Team with responsibilities focused on foundation, corporate and government support, as well as prospect research and planned giving. The Development Coordinator will work closely with the Director of Annual Fundraising to ensure the Museum meets its institutional fundraising and planned giving goals.

Core Responsibilities:

- Support the Director of Annual Fundraising with the preparation, writing, submission and tracking of grant proposals and reports to institutional funders
- Carry a portfolio of regular foundation funders that support Museum operations and specific programs
- Provide day-to-day management of the Museum's Raiser's Edge-based grants calendar, to ensure all grant submission and reporting deadlines are recorded, monitored and met;
- Provide support for recurring Institutional Support meetings between Development and other Museum departments (Curatorial, Museum Learning, Facilities, etc.)
- Provide support for monthly financial reporting, reimbursement requests, and yearly audit preparations
- Draft and coordinate letters of support with civic, business and legislative leaders
- Execution of mailings and communications, including acknowledgement letters for grant awards and payments
- Conduct prospect research and develop related prospect reports, as directed
- Support the Museum's Planned Giving efforts through mailings and occasional cultivation and stewardship events
- Research and maintain accurate and consistent donor records for Institutional supporters and prospects, including up-to-date individual contact information;
- Support capital campaign efforts, and other projects as directed.

Required Skills and Experience:

Qualifications include

- experience with data entry/database management
- comfort doing outreach by phone and email
- experience conducting research and writing on deadline
- strong computer skills (proficiency in Microsoft Word, Excel, and Outlook)
- exemplary attention to detail
- availability to work on occasional evenings and weekends
- Ability to work on site at the Museum four days a week

Preferred qualifications include experience in a non-profit or communications environment, and proficiency in Raiser's Edge or comparable fundraising database/CRM.

Salary Range: \$40,000 - \$45,000, depending on experience. This is a full-time position that includes a robust employee benefits package.

About The New Bedford Whaling Museum: The New Bedford Whaling Museum ignites learning through explorations of art, history, science and culture rooted in the stories of people, the region and an international seaport. Founded in 1903 as the Old Dartmouth Historical Society, the Museum seeks to advance understanding related to the influence of the whaling industry and the port of New Bedford on the history, economy, ecology, arts, and cultures of the region, the nation, and the world. We tell the stories of the many diverse communities that shared in the creation of this history, through excellence in our collections, scholarship, and public engagement. The Museum is recognized as a compelling destination that inspires all visitors to reflect on the complex issues that shaped the past, remain critical today, and inform a sustainable future. Today, the Whaling Museum is a leader in the cultural landscape of the SouthCoast serving approximately 100,000 visitors and offering engaging exhibitions, dynamic public programs, and vibrant educational activities to learners of all ages.

To Apply: Send cover letter, resume, and [Application for Employment](#) to Sarah Budlong, Director of Annual Fundraising, at sbudlong@whalingmuseum.org. No phone calls please.

The New Bedford Whaling Museum is committed to equal employment opportunities for all persons without regard to race, color, religion, sex, national origin, marital or parental status, sexual orientation, gender identity, veteran status, age, or disability.