

## **Position Available**

Title:	Development Coordinator, Annual Campaigns
Reports To:	Managing Development Officer, Development
Pay Type:	Full-Time, Regular, Non-Exempt, 35 hrs/week
Salary:	Commensurate with Experience and Education
Benefits:	Group Medical and Dental Insurance, Life and Long Term Disability, Insurance, Retirement Plan, Flexible Spending Plans, Paid Time Off, Reserve Time Off, Holiday Pay, Museum Membership and Discounts
Work Schedule:	Monday – Friday, 9am – 5pm
Work Location:	Montrose building, a non-smoking facility

### **Responsibilities:**

- Provide support for the Museum, Bayou Bend Collection and Gardens, Glassell School of Art and Rienzi Annual Fund Drives in the implementation of the solicitation process, including donor acquisitions and renewals
- Coordinate the preparation and mailing of all Annual Fund Drive materials, including cleaning mailing lists, identifying special cases, mail-merging, printing, and scheduling of volunteers to fulfill mailings or coordinating with the mail house
- Process and track Annual Fund Drive revenue and expenditures, including gift reports and purchase orders
- Create and maintains the overall Annual Fund Drives schedule
- Generate comprehensive Annual Fund Drive giving reports weekly
- Produce Leadership Circle fulfillment packages and other stewardship mailings
- Draft donor letters and create AFD-related materials, working with Graphics and other departments as needed
- Assist VIP donors by phone and in person with confidential giving history information, stewardship fulfillment and ticketing
- Maintain up-to-date knowledge of donor benefits and stewardship activities
- Provides support at development events specific to the Annual Campaigns and at fundraising events as needed
- Assist Senior Development Officer, Annual Campaigns in carrying out responsibilities related to Annual Campaigns

### **Skills, Knowledge and Abilities:**

- Proficient in Microsoft Word and Excel
- Strong organizational skills, be able to prioritize tasks and manage multiple projects
- Meticulous attention to detail
- Must be able to work evenings and weekends as necessary
- Proactive, self-starter
- Good communication and interpersonal skills
- Motivated and able to perform tasks with light supervision

# MFA *The Museum of Fine Arts, Houston*

## **Education and Experience:**

- College degree preferred
- Experience working in an office environment
- Experience working with databases preferred

## **How to Apply:**

Send resume to Human Resources, Job 19-033DEV, P.O. Box 6826, Houston TX 77265-6826;  
Fax 713-639-7597 or email: [jobs@mfah.org](mailto:jobs@mfah.org) or apply at [\*\*http://mfah.org/about/careers\*\*](http://mfah.org/about/careers)

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