

Contemporary Arts Museum Houston

GIFT PROCESSING COORDINATOR

The Gift Processing Coordinator is a full-time, exempt member of the development staff providing critical support to the Director of Development in the implementation of departmental strategies and annual fundraising goals set by the Board of Trustees and Director of the Museum. The employee is responsible for processing and acknowledging gifts, maintaining donor records, coordinating and assisting with the institution's affinity group membership programs, and assisting with development administrative needs. The ideal candidate is detail oriented with excellent skills in spreadsheets, reports and database management.

Principle Duties and Responsibilities

Gift Processing

- Enters and updates donor, prospect, and gift records; maintains the database by identifying and solving database requirements, creating and maintaining procedures for database use and data-entry, and updating the database in accordance with those procedures.
- Generates accurate queries, exports, and reports from the database in a timely manner as needed.
- Refines reporting processes and develops strategies to streamline reporting functions and ensure accuracy in support of the priorities and goals of the organization.
- Manages pledges, including invoices and reminders on an as-needed basis.
- Oversees and coordinates matching gifts.
- Generates and mails acknowledgment letters and gift receipts for all donations in a timely manner.
- Generates monthly development income and pledge reports and reconciles with the Finance Office records.

Prospect Research

- Screens press and news relevant to supporters or potential prospects to the organization.
- Researches major gift prospects for cultivation.
- Generates giving history profiles of prospects and donors for the development team as needed.

Administrative

- Provides administrative and clerical support to the department.
- Maintains donor files and the filing system.
- Assists with the preparation and implementation of mail, digital, and other solicitations for Collectors Circle, Annual Fund, Special Events, and other programs as needed.
- Manages the Museum's General Membership and Young Patrons programs.
- Manages and oversees the implementation of mail, digital, and other solicitations for Young Patrons and General Membership.
- Manages, organizes, and attends exhibition opening receptions, events for Young Patrons and General Membership, and other cultivation events and programs as assigned.

Other

- Assists other development staff as required; assists with other duties as assigned.
- Maintains strict confidentiality regarding requests, reports, and budgets that often contain sensitive and proprietary information.

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Reports to: Director of Development

Supervises: Interns

Qualifications:

- Bachelor's degree preferred; minimum of high school diploma and two-years of college with a strong academic record considered
- Minimum of one year of office experience
- Interest in non-profit sector and/or contemporary art preferred
- Excellent computer skills; experience with sophisticated donor base software and other current programs such as Microsoft Word and Excel
- Ability to maintain accuracy and attention to detail at all times
- Ability to work collaboratively and communicate effectively both orally and in writing
- Demonstrated organizational and time management skills
- Ability to perform under pressure and work with tight deadlines without sacrificing accuracy
- Ability to organize and prioritize workload