

## Employment Opportunity

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### Development Coordinator

#### About the Museum

Contemporary Arts Museum Houston (CAMH) is a non-collecting institution dedicated to presenting the best and most exciting international, national, and regional art of our time. Founded in 1948, the Museum prides itself on presenting new art and documenting its role in modern life through exhibitions, lectures, original publications, and a variety of educational programs and events.

CAMH occupies an iconic stainless steel building in the heart of the Houston Museum District. This highly recognizable building was designed for the Contemporary Arts Museum Houston by the award-winning architect Gunnar Birkerts and opened in 1972. The building's two floors of gallery space offer six to eight exhibitions each year.

#### Description

The Development Coordinator is a full-time, exempt member of the development staff providing critical support to the Director of Development and the development team in the implementation of departmental strategies to attain annual and long-term fundraising goals. The employee is responsible for managing and maintaining donor and member information via Raiser's Edge and donor files; drafting and updating key communications for internal and external audiences, including gift acknowledgments, pledge reminders, fundraising reports, donor listings; and board communications; and supporting the Director of Development in the management and stewardship of major donors. This position is vital to CAMH's mission and offers the right candidate a supportive and creative team environment and opportunities for advancement in the future.

Title:	Development Coordinator
Reports to:	Director Development
Status:	Full-time   Exempt
Supervises:	Volunteers and occasional interns
Salary:	\$35,600 starting yearly salary, negotiable upon experience and skillset

#### Principle Duties and Responsibilities

Responsibilities include but are not limited to the following:

- 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;
  - Manages and implements acknowledgement, pledge tracking, and reporting processes for all grants, gifts, and pledges received;
  - Manages donor lists for stewardship, cultivation, donor communications, and special events;
  - Oversees the accuracy and appropriateness of donor recognition opportunities, including print
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materials, website, and museum donor wall credit lines;

- Schedules donor meetings with Director of Development and Executive Director, as needed;
- Performs monthly revenue and department expense reconciliation between development and finance departments;
- Researches, identifies, and maintains records concerning potential funding sources and prospects;
- Develops and maintains current, appropriate, and accessible donor research resources and materials;
- Plans, coordinates, and executes two Annual Fund campaigns per year, including both winter and summer campaigns.
- Tracks and maintains department calendar;
- Assists in preparing and assembling supporting materials for the submission of large and small gift requests to individuals, foundations, corporations, and government agencies to support the Museum's operating and program needs;
- Assists in the execution of and attends development-planned events, including Member and Collectors Circle events, and the Museum's Fall and Spring fundraising event;
- Maintains strict confidentiality regarding requests, reports, and budgets that often contain sensitive and proprietary information.

### Qualifications

- A strong interest in contemporary art and its place in the community and culture;
  - A minimum of three years of experience in fund development or in an office or administrative environment, preferably with an arts-related institution;
  - Bachelor's degree preferred and/or equivalent experience demonstrating critical thinking, administrative skills, attention to detail, customer service skills, and ability to collaborate across departments;
  - Excellent communication skills, both written and verbal, including the ability to present information in a variety of formats;
  - Ability to extrapolate essential information from a variety of formats;
  - Excellent organizational skills, including the ability to prioritize tasks and manage up to ensure timely completion of department projects and initiatives;
  - Excellent computer skills including experience with the Microsoft Office suite (Word, Excel, PowerPoint) and Adobe Reader. Experience with InDesign a plus;
  - Excellent database skills; experience with Raiser's Edge highly preferred;
  - Ability to keep track of the overall picture while maintaining accuracy, courtesy, and attention to detail in a variety of situations;
  - Ability to perform under pressure and work with tight deadlines;
  - Ability to work well independently as well as in a team environment;
  - Demonstrated record of having prepared successful grants and proposals preferred;
  - Ability to work some weekend and evening hours to provide on-site support for events, receptions, and exhibition openings.
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### Submission Process

Email cover letter, resume, and professional reference list to: [hr@camh.org](mailto:hr@camh.org). Applicant review will continue until the position is filled. Please indicate your last name and “**CAMH Development Coordinator**” in the subject line (e.g., “Smith | CAMH Development Coordinator”). **No phone calls, please.** Candidates whose qualifications are best aligned with the components of this job description will receive a response. Salary is commensurate with experience. CAMH offers an attractive and competitive benefits package.

Contemporary Arts Museum Houston fully subscribes to the principles of Equal Employment Opportunity. It is our policy to provide employment, compensation, and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status, disability, sexual orientation, gender identity and expression, or any other basis prohibited by federal, state, or local law. In accordance with requirements of the Americans With Disabilities Act, it is the Museum’s policy to provide reasonable accommodation upon request during the application process to eligible applicants in order that they may be given a full and fair opportunity to be considered for employment.

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