



## **BROOKLYN CHILDREN'S MUSEUM JOB DESCRIPTION**

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<b>POSITION/TITLE:</b>	<b>Development Coordinator</b>
<b>STATUS:</b>	<b>Full Time</b>
<b>DEPARTMENT:</b>	<b>Development</b>
<b>SUPERVISOR:</b>	<b>Manger of Individual Giving &amp; Manager of Institutional Giving</b>

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Brooklyn Children's Museum ([www.brooklynkids.org](http://www.brooklynkids.org)) is the world's first children's museum and a pioneer in the field of informal learning. Rooted in its vibrant Brooklyn community, the Museum's early childhood programs and exhibits engage visitors through play-based learning at the intersection of culture, the arts, and science. The Museum serves 300,000 children and adults annually

### **Position Summary**

BCM seeks an energetic and organized Development Coordinator to provide administrative support for the Museum's Development, and Government and Community Relations teams. This role currently will report to the Manager of Individual Giving and Membership and the Manager of Institutional Giving and oversees tasks related to the board of trustees, fundraising, elected official engagement and community relations. The ideal candidate is highly organized and detail-oriented, able to effectively manage multiple projects and priorities at once and has a strong interest in not-for-profit fundraising.

### **Responsibilities**

- Support board of trustee engagement including scheduling of meetings, preparation of board materials, taking minutes and notes at board meetings.
- Manage website, databases, software and systems used for fundraising, outreach, membership and donors.
- Manage government, individual, institutional, corporate and individual membership and fundraising data, including gift entry, contributions, reports and tracking documents and files.
- Support stewardship efforts such as sending acknowledgment letters, overseeing donor recognition, gathering data for impact reporting and mailing thank-you gifts and letters.
- Manage events' logistics such as invitations, calendar invites, RSVPs, and post event follow-ups.
- Support events, including cultivation events for members, donors, prospective funders, government and elected officials, and the Museum's annual gala.
- Coordinate with Marketing and Communications teams to create newsletters, appeals, digital marketing campaigns, including membership, fundraising and outreach campaigns.
- Support the preparation of grant proposals, funding requests and reports.
- Steward funder and elected official visits and working the membership desk when needed.
- Support digital membership mailings, including renewals, and membership cards.
- Perform other administrative duties as assigned to support the department and organization.

### **Preferred Qualifications**

- Bachelor's Degree
- One year of experience in an administrative role, preferably in a not-for-profit or museum setting
- Excellent verbal, written communication, and project management skills

- Excellent organizational skills and ability to use Microsoft Office applications and other software to create workflow and tracking documents
- Ability and desire to work both independently and collaboratively as part of an interdisciplinary team and be open to constructive feedback and exchange
- Attention to details, accuracy and solution-oriented thinking
- Comfortable working with the public, elected officials and funders in a hospitality role
- Knowledge of Brooklyn and its communities
- Proficient with Macs, PCs, Microsoft Office, Google Apps, and Dropbox
- Proficient with Adobe suite
- Comfort working in an open office space and with willingness to adhere to health and safety measures, including mask-wearing and vaccination policies, as needed

**Compensation**

\$50,000 - \$52,000, excellent benefits and vacation time, including health, dental, vision, and life insurance.

**Schedule**

35 hours a week, Tuesday through Saturday, with the flexibility of adjusting schedule as needed. This position requires working at least one weekend day as part of the employee's regular schedule, and may require travel and evening work from time to time.

**Apply**

Please send a cover letter and resume as 1 PDF to [careers@brooklynkids.org](mailto:careers@brooklynkids.org) with "[Your Last Name] – DevCoordinator" in the subject header. Only those candidates selected for an interview will be contacted. No telephone calls for position inquiries, please.

Brooklyn Children's Museum is an equal opportunity employer. We value a diverse workforce and an inclusive culture. BCM encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, and veteran status.