



Development Operations Coordinator

Objective: The Development Operations Coordinator will work closely with the Associate Director of Development to ensure the smooth operation of the Development Department. This position is responsible for maintaining accurate and up-to-date records of all memberships, donations, and related information and the acknowledgement and stewardship of the organization's supporters.

Reports to: Associate Director of Development

Position Duties & Responsibilities:

Database Management

- Process memberships and donations in a consistent, accurate, and timely manner and properly maintain supporting records (e.g., paper files, online receipts, email donation notifications, etc.) related to financial contributions.
- Work with the Finance Department to produce reports and reconcile various funds monthly.
- Create reports and queries in Raiser's Edge to pull information including mailing and invitation lists, donor acknowledgement listings, and key performance indicators.
- Synchronize data between Raiser's Edge, Cuseum, and other platforms to ensure up-to-date information is present across all systems.
- Identify, implement, and maintain best practices for donor data, database integrity, and reporting.

Donor & Member Stewardship

- Manage weekly donation acknowledgement and monthly membership renewal processes, including preparing letters, tax receipts, membership cards, and fulfilling benefits as appropriate.
- Work with the Programs and Events Department to oversee the ticketing process and sponsor benefit fulfillment for Western Visions and Blacktail Gala, two of the organization's premier fundraising events.

Other Duties & Responsibilities

- Perform a variety of administrative tasks including coordinating meetings, keeping inventory of and ordering departmental supplies, taking board committee minutes, coordinating mailings, preparing nametags, etc.
- Maintain the Development Department's Standard Operating Procedures manual by updating policies, procedures, and systems and producing new content as necessary.
- Support the preparation of and attend donor cultivation and stewardship events.
- Perform special projects and other duties as assigned.

Supervisorial Duties: N/A

Commitment to the Mission, Vision, and Values of NMWA:

Mission: Impart knowledge and generate wonder through art and education.

Vision: Inspire connections with wildlife and nature.

Values: Integrity, Excellence, Collaboration, Transparency, Accountability, Financial Responsibility

Qualifications:

- A bachelor's degree or equivalent experience required.
- Experience with database management and basic finance and accounting required; related experience in the nonprofit sector preferred.
- Strong attention to detail and ability to work collaboratively to ensure accuracy of donations, letters, reports, and other documents.
- Proficiency with Microsoft products including Word, Excel, and PowerPoint applications, as well as Google Workspace equivalents.
- Familiarity with Customer Relationship Management (CRM) platforms or other fundraising databases; Raiser's Edge/NXT preferred.
- Excellent organizational, written and verbal communication, and interpersonal skills.
- Flexible and adaptable work style with the ability to work some nights and weekends.

Benefits:

This is a nonexempt position with a compensation range beginning at \$55,370, paid at \$26.62 per hour. Full-time employees receive benefits including:

- Housing and Transportation Stipend
- Medical, Dental, and Vision Coverage
- Life Insurance
- 403(b) Retirement Plan Contribution
- 20 PTO Days
- 11 Paid Holidays
- Hybrid Remote Work Schedule

Physical Requirements:

- Ability to work in a seated environment for up to 8 hours a day
- Ability to work on a computer for up to 8 hours a day
- Ability to use the phone for extended period of times
- Ability to stand, sit, reach, and kneel at various time during the working day
- Ability to lift up to 15 lbs
- Ability to operate a car