

Saint Augustine Lighthouse & Maritime Museum, Inc.
Job Description

Job Title:	Development and Relationship Coordinator	Schedule:	Full Time
Reports To:	Director of Development & Communications		
Department	Development & Communications	FLSA:	Salary Exempt

Job Summary:

The St. Augustine Lighthouse & Maritime Museum is seeking a Development and Relationship Coordinator who will report directly to the Director of Development & Communications. The Development Manager will be responsible for supporting the Development team's fundraising efforts and will include donor cultivation, stewardship, donation management and tracking in donor management software.

This is an opportunity for a detail-oriented, self-starter with exceptionally strong writing and organizational skills to be an important part of a growing Museum fundraising program.

Essential Functions of the Position:

- Assists the Director of Development and Communications in creating fundraising plans to support the Museum's mission achievement, financial sustainability and organizational growth.
- Contributes strongly to the overall goal to raise nearly \$785,000 in donations for the Museum this year fiscal year, with a likelihood of goal increase each year. This is a \$100,000 increase over previous year.
- Writes direct mail and electronic donor communications to include appeals, stewardship, cultivation and impact. Assists department with gathering and organizing stories, interviews staff to create meaningful and impactful donor publications.
- Provides timely and accurate entry, creation of thank you letters, receipts and reporting in donor management system. Records all donor interactions in donor management system.
- Strategizes and orchestrates methods of approach to donors. Identify new, innovative sources of funding, while managing and strengthening other types of support.
- Cultivates donors by producing specialized correspondences, scheduling and attending in-person visits.
- Alongside the Grant Manager, researches public and private grant sources and assists in grant writing as needed.
- Works with Executive Director, Director of Development & Communications, and program staff to develop funding related projects.

- Assists in all donor marketing and communication initiatives.
- Assists with analysis of donor and fundraising trends and engages in professional development to build knowledge of fundraising and philanthropy.
- Attracts sponsors for two existing annual Museum run events, and develop strategies to increase sponsorship income by enhancing the existing events or developing new events.
- Provides general administrative and organizational support to the Director of Development and Communications.

Qualifications:

The successful candidate will be a self-starter who is courteous of others, open to ideas and changes, and experienced in the fundraising field. A good sense of humor, an ability to work in a fast paced and challenging environment, and the ability to meet measurable fundraising goals based on budget projections and strategic and fundraising plans is essential.

- Bachelor's degree and 3 years of experience in non-profit fundraising.
- Exceptional writing, editing, and proofreading skills, with the ability to easily change writing styles to fit audience and voice.
- Knowledge of direct mail and acquisition.
- Donor Perfect or other CRM experience preferred.
- Willingness to work occasional evenings and weekends for fundraising events and donor visits.
- Exceptional time management and organizational skills, sharp attention to detail, strong work ethic, excellent judgment, and discretion.
- Calm and professional demeanor, with the ability to adapt quickly to, plan for, and manage multiple projects in a fast-paced, high-expectation environment.
- Ability to interface with individuals at every level of an organization, both internally and externally.
- The ability to prioritize and manage several projects efficiently.
- Experience with a CRM product such as Donor Perfect.
- Strong interpersonal and writing skills.
- Ability to effectively interact, cooperate, and collaborate with various individuals and departments.
- Attention to detail.
- Ability to adhere to timelines, complete projects and resolve issues.
- Excellent computer skills including proficiency in Microsoft Word, Excel, Constant Contact, Canva and social media.
- Acts as a team player, supports colleagues as necessary, brings internal issues to leadership.
- Protects organization's value by following the Donor's Bill of Rights, keeping donor information confidential.

Essential Functions/Physical Requirements:

The duties above indicate the essential functions of this job. Physical requirements are those in an office environment. Must be able to climb the lighthouse tower and perform required site guest safety duties for periods of 2.5-3 hours or as needed. Able to maneuver and carry up to 25 lbs.

Support our Mission:

“To discover, preserve, present and keep alive the stories of the Nation’s oldest port, as symbolized by our working St. Augustine Lighthouse.”

Salary Range:

\$50,000 - \$55,000 gross salary annually

Benefits:

A choice between a top-tier HMO or PPO healthcare plan. 0-3 years of service and we'll pay 80% of your healthcare premium, 3-5 years of service, and we'll pay 90%, 5+ years, and we'll cover it all!

Inexpensive vision and dental

Paid time off:

0-3 years accrues 2 weeks

3-5 accrues 3 weeks

5-10 accrues 4 weeks

10+ accrues 5 weeks

2 paid holidays per year

Retirement Plan - Simple IRA – we match up to 3%

Discounts to other Florida Attractions