



Oakland Museum of California Foundation

Job Announcement

Donor Relations Coordinator

Full Time (37.50 hours a week)

Deadline for application: September 22, 2008

The Oakland Museum of California Foundation is currently recruiting for a full time **Donor Relations Coordinator**. This position is responsible for database management of a Raiser's Edge database, to include producing lists and reports, gift entry and gift acknowledgement, and ensuring access to information on donors, prospects, gifts, campaigns, etc. In addition, the Donor Relations Coordinator assists with individual and corporate donor relations, including major donor mailings, board committee meetings, and a regular schedule of donor events such as exhibit openings, curator's tours, and a biannual gala. This position reports directly to the Associate Director of Development for Corporate and Individual Giving and provides administrative support to the Director of Development.

Primary Duties and Responsibilities: include but are not limited to the following:

- Sets up appeal and campaign tracking systems, processes gifts, and maintains constituent records. Produces weekly and monthly gift validation reports to ensure accuracy of data entry;
- Prepares fund raising reports (weekly, monthly, quarterly, and others as requested) and reconciles with the Finance Department on a quarterly basis
- Updates and upgrades Raiser's Edge and acts as liaison with vendor. Arranges staff training as necessary;
- Pulls lists and prepares monthly renewal notices for Donor Forum gifts and assist with major gift cultivation and stewardship efforts of by preparing routine mailings, acknowledgement packets, and personalized correspondence;
- Supports corporate fund raising, maintains funder and prospect records, assembles proposals and supporting documents, assist with fulfillment of benefits;
- Coordinates annual donor events and serves as the primary point-person for the biannual Golden Gala. Prepares event timelines and produces event materials, oversees the invitation process and maintains guest lists, tracks event income, supports committees and serves as liaison to outside event consultants/vendors, provides training to event volunteers, oversees onsite logistics, and ensures timely event follow-up and evaluation;
- Maintains department inventory of stationary and event supplies, initiates purchase orders and track department expenses;
- Contributes to the overall success of the development team and the museum.

Minimum qualifications:

Education and Training: Bachelor's degree from an accredited college or university.

Work Experience: Minimum two years experience in development and managing a donor database for a mid to large size nonprofit organization required. Museum experience desirable.

Skills and Abilities:

- Strong experience with Microsoft Office programs and the Raiser's Edge, including ability to produce a variety reports;
- Excellent verbal and written communication skills, with high attention to detail;
- Ability to work with a variety of constituents and maintain sensitivity and confidentiality;
- Basic understanding of the practices of fundraising and some knowledge of marketing;
- Ability to handle a variety of tasks in a timely manner and work under pressure of deadlines.

Salary and Benefits: Competitive salary, DOE. Excellent benefits package including medical/dental insurance, retirement program, life insurance, and accrued paid vacation/sick leave and holiday pay.

To Apply: (*Applications by U. S. mail or fax only. Please no phone calls, emails, or drop-in.*)

Missing employment application will not be considered. We will review all completed applications and you will only be contacted if we find your qualification fits our needs.

Please download the employment application <http://www.museumca.org/about/employ.html>, send the completed employment application along with your resume and three references to:

Sandy Wong
Oakland Museum of California
1000 Oak Street, Oakland, CA 94607
Fax: (510)238-2258
www.museumca.org

Mission Statement

Our mission is to connect communities to the cultural and environmental heritage of California. Through collections, exhibitions, education programs and public dialogue, we inspire people of all ages and backgrounds to think creatively and critically about the natural, artistic and social forces that characterize our state and influence its relationship to the world.

Oakland Museum of California is a multicultural organization, committed to diversity and practicing equal opportunity employment in recruitment and hiring.