



Development Coordinator

Company

Archie Bray Foundation for the Ceramic Arts (The Bray) was founded at the foothills of the Montana Rockies in 1951 by entrepreneur, brick maker, and avid arts patron Archie Bray, who intended it to be a place to “make available for all who are seriously interested in the ceramic arts, a fine place to work.” The primary mission is to provide an environment and connection with other serious artists that stimulates creative work in ceramics.

The Bray is committed to equity, and inclusivity in all aspects of its operation. It seeks to create an environment that allows opportunity for employees, resident artists, and participants to enjoy and benefit from its programs. When all are welcome to be their full selves and share their unique perspectives our creative community only grows stronger.

Summary of Development Coordinator position:

The Development Coordinator plays a key role in the Bray’s fundraising efforts. The successful candidate will be a stickler for detail, a true Excel ninja, a lover of data crunching, very organized and have prior experience with a Customer Relationship Management (CRM) system.

This is a full-time (40-hour), hourly, non-exempt, year-round, benefits-eligible position. Occasional evenings and weekends.

Reports to: Development Director

Roles and Responsibilities:

General

- Support the efforts of the development office
- Must have experience working with high net-worth individuals with tact and care
- Maintain confidentiality in data and donation recording
- Track all expenses and development gifts; create accurate reports to evaluate development program activities
- Issue thank you letters within 24 hours of receipt
- Take notes at monthly development committee meetings

Communications

- Generate mailing lists for appeals and donor communications
- Assist in supplying content to the communications team for e-blasts

Fundraising Event Support

- Assist with fundraising events, track RSVPs and donations post-event, prepare thank you letters for donors who attended/donated.

Grants Management

- Accurately track all grant application data, due dates, submissions; report back to the grantor and assure that all deadlines are met.
- Accurately track grants received, with concise notes about whether the money is restricted and if so, for what?

- In the case of restricted grants, keep track of expenditures as outlined in the initial grant proposal budget
- Create monthly spreadsheets for staff review

CRM Database

- Manage a clear and clean donor database
- Serve as the development team's expert on the Bray's donor database
- Maintain accuracy of individual campaign classifications in the database to correctly code each donation
- Accurately generate CRM reports weekly, monthly, quarterly and annually
- Enter donations upon receipt with accuracy as the top priority

Required Qualifications:

- Prior experience in an administrative/support role, working in a busy office that requires attention to detail and heavy usage/facility with CRMs, tracking software, and creating spreadsheets using data
- Excellent written and oral communication skills
- Superior organizational skills, love of data and detail-oriented
- Customer service mindset
- Able to juggle competing priorities
- College degree preferred, but will consider candidates with relevant experience

Hours:

- Flexible schedule
- Some evenings, weekends, and travel may be required

Compensation and Benefits:

- \$20/hour
- Health insurance and retirement benefits according to Employee Manual
- Paid time off according to Employee Manual
- Other benefits as described by Bray policies
- Fun, creative work atmosphere on a campus surrounded by 26 acres and galleries featuring ceramic artists' work

To Apply:

Please visit the Bray employment portal at:

<https://archiebray.slideroom.com/#/permalink/program/81914> and provide a cover letter, résumé/cv and contact information for three references. Applications will be reviewed beginning November 15, 2024. Position remains open until filled.