

# National Cowboy & Western Heritage Museum, Oklahoma City, OK

## Position Description

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### Donor Services Coordinator

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The Donor Services Coordinator administers Major Gift renewals and stewardship program, writes grants as well as coordinate initiatives for the Chief Development Officer. Foremost, this position will provide customer service, strategy and execution of all Development team initiatives and goals. Additionally, this position will be responsible for coordinating meetings, projects, and appointments for the Chief Development Officer.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

##### **Oversee Annual Fund and Major Gift Renewals and Stewardship**

- Coordinate fundraisers and direct mailings, phone calls, events, and online information.
- Write and coordinates the grant process with other departments while maintaining Grants Hub and reporting.
- Maintain renewals, write correspondence for donations, gift reminders and pledge payments.
- Track donor gift data, source documents, donor achievements and recognition.
- Assist in producing and printing of donor acknowledgement letters and other communications.
- Coordination of Event Sponsor benefits, gifts, and acknowledgments
- Perform data entry on database, including gift processing and creating mailing lists and reports for the Museum.
- Creates leads for development team by researching corporations, foundations, and individuals.
- Provide exceptional customer service to members and donors.
- Perform other job-related duties as assigned.
- Must be able to work occasional evenings and event weekends.
- Contributes to a team effort and accomplishes related results as required.
- Maintains confidential information.

##### **Coordinate Initiatives for the Development Team**

- Manage the Chief Development Officer's calendar, arranging business meetings, appointments, and phone calls.
- Organize the Chief Development Officer's out-of-town travel arrangements.
- Effectively maintain a notification system of important dates, deadlines, and reminders for Development Team.
- Prepare documents such as agendas, notices, and minutes for meetings.
- Assist with creating and editing Development collateral including mailings, event information and more.
- Establish and maintain an effective and efficient records management system.
- Collaborate with the Development Team on special events, receptions, dinners, and fundraising functions.
- Perform other job-related duties as assigned.
- Must be able to work occasional evenings and event weekends.
- Contributes to a team effort and accomplishes related results as required.
- Maintains confidential information.

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### Requirements

- **3 years** solid progressive fundraising experience or grant writing experience.
- Strong proficiency in writing and communications
- Must have initiative to make decisions and take control of situations.
- Excellent organizational skills, attention to detail and ability to multitask effectively.
- Ability to represent the Museum in a highly professional manner.
- Ability to maintain confidentiality and sensitive information and materials.
- Work evenings, weekends, and holidays as necessary
- Ability to operate various work-processing software, spreadsheets, and database programs.

**Reports To:** Chief Development Officer

**Status:** Full-Time / Exempt

**Salary:** \$35,000 - 40,000 depending on experience

**Schedule:** M-F, 8:00 a.m. – 5:00 p.m., including some weekends, evenings, and events (45+ hours)

TO APPY: Send resume and cover letter to [hr@nationalcowboymuseum.org](mailto:hr@nationalcowboymuseum.org) . Please put *Donor Services Coordinator* in the subject line of the email.