



Development & Marketing Coordinator

Job Description

Job Status: Full time

Position reports to: Director of Advancement

The Development & Marketing Coordinator provides support to the Development and Marketing team including the Director of Advancement, Development Manager, Membership & Events Manager, and Marketing Manager

Duties and Responsibilities:

Development:

- Assist Event Manager to ensure success of fundraising events.
- Enter all donations in donor database. Acknowledge all donations with a letter and tax receipt within 48 hours of receipt of donation.
- Maintain database for maximum efficiency for the museum.
- Pull names and leads for mailings, eblasts, and other campaigns as requested.
- Write grants, final reports, and proposals as needed
- Use written and electronic media to maintain communication, make appeals and acknowledgments to donors
- Work closely with Director of Advancement to meet individual giving goals

Marketing:

- Submit online calendar listings to local marketing outlets.
- Prepare monthly event calendars and flyers.
- Prepare marketing materials for community events and outreach programs.
- Execute KidsQuest Children's Museum's donations to local non-profit organizations.
- Manage KidsQuest's social media, including Facebook, Twitter, Instagram, and blog.
- Prepare and send eblasts; update the website in partnership with Marketing Manager.
- Assist Marketing Manager in preparing signage for the museum and other special events.

Membership Services:

- Assist in data entry and maintenance of membership database, including membership communication and fulfillment as directed by Membership Manager.

General:

- Provide support for fundraising, public relations, special events, and administrative support as needed.
- Perform other duties as assigned.

Job Qualifications/Specifications:

- 3 years prior administrative experience
- Proficient in Microsoft Office, specifically Word, Excel, Outlook, and Publisher
- Detail oriented and organized with effective work habits, including punctuality, reliable attendance, and time management
- Exceptional interpersonal communication skills and customer service skills
- Strong writing and editing skills
- Basic knowledge of Adobe suite preferred but not required
- Experience with photography and video
- Creative, innovative self-starter who can initiate projects and bring them to full potential
- Able to meet deadlines and work under tight schedules with competing priorities
- A team player, maintaining positive and effective working relationships with all other Museum staff, paid and unpaid, including supervisors, board members, and peers

To apply for this position please submit a cover letter and resume to: shelley@kidsquestmuseum.org.

KidsQuest Children's Museum is an equal opportunity employer and committed to workforce diversity.