



# Sun Valley Museum of Art

191 FIFTH STREET EAST, KETCHUM, IDAHO  
P.O. BOX 656, SUN VALLEY, ID 83353  
208-726-9491 • [www.svmoa.org](http://www.svmoa.org)

**Job Title:** Development Coordinator

**Reports To:** Director of Development

**Purpose:**

The Development Coordinator is responsible for gift processing, acknowledgement, and database coordination in order to provide proper stewardship for donors. The Development Coordinator provides overall support for the Development Department by assisting with special appeals, events, year-end appeal and managing memberships.

**Key Responsibilities**

**Development:**

- Provide strong administrative support for the Development team through donor database management
- Process gifts according to SVMoA policy, standards and procedures, and create and send acknowledgement letters in a timely manner
- Input all data and track contributions from members, donors, corporate sponsors, and foundations, including Wine Auction and other special events
- Manage monthly QC of Constituent Membership levels, both in Raiser's Edge and Otix.
- Reconcile the donor database with accounting records monthly in conjunction with the Finance Associate
- Generate mailings such as membership renewal, general appeal and annual fund
- Generate thank-you mailings to members, donors, corporate sponsors and foundations
- Attend monthly Institutional Support Team meetings

**Special Events and Fundraising:**

- Generate donor and participant lists as needed
- Assist, as needed with on-site, pre- and post-event support for Wine Auction and other fundraising and cultivation events

**Administrative Support:**

- Be an active member of the Desk Coverage team working Box Office and Front Desk shifts as needed
- Along with Database Administrator, ensure database is maintained and updated in a manner that will provide prompt and accurate delivery of information for fundraising
- Run queries, reports, and mailing lists as needed

**Qualifications Required:**

- Demonstrated proficiency with Microsoft Office applications, especially Excel, Word, PowerPoint, Outlook and Outlook calendar
- Proficiency in donor database software, Raiser Edge preferred
- Prior successful experience performing administrative, office and customer service functions
- Strong organizational skills and proven record of success with complex and detail oriented assignments
- Ability to learn new software and technology quickly
- Proven ability to manage multiple projects according to strict deadlines
- Team player with an even temperament
- High level of ethics and an ability to handle confidential donor database information

**Focus:**

Development: 85%

Events: 15%

**Details:**

This is a part-time (20 hours/week), non-exempt position. The hourly rate will range from \$15 to \$20 per hour, depending on qualifications. This position is not eligible for benefits. Work may require the flexibility to work evenings and/or weekends according to The Museum's calendar of programs and events. Regular office hours for SVMoA's Ketchum location are Monday-Friday, 9am-5pm. SVMoA is open to the public Tuesday-Saturday, 10am-5pm.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work regularly requiring sedentary activity using a computer keyboard and mouse.
- Work requiring physical effort including, but not limited to: walking and/or brisk walking, lifting 10-45 lbs, climbing/descending steps, climbing/descending ladders, moving cases of wine

**Diversity, Equity, and Inclusion:**

Sun Valley Museum of Art (SVMoA) is committed to fostering and supporting a diverse workplace and is proud to be an equal opportunity employer. SVMoA invites applications from all qualified individuals and welcomes applications from women, members of racialized groups and visible minorities, indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process. SVMoA has a clear vision: to be a workplace where a diverse mix of talented people are committed to delivering our mission of providing arts experiences for all.

Sun Valley Museum of Art is an Equal Opportunity Employer.

**To Apply**

Send resume and letter of interest and resume to [information@svmoa.org](mailto:information@svmoa.org) with subject, "Development Coordinator." Applications will be taken until November 26, 2021 or until position is filled.