Job Title: Development Coordinator  
Reports to: Director of Development  
FLSA Status: Exempt  
Hours: Full-time, occasional night/weekend availability  
Salary: Hourly, with benefits $19/hour

*Children’s Museum Tucson provides fun, play-based, interactive, hands-on learning experiences for children and families throughout Tucson and Southern Arizona. While we pride ourselves on inspiring children and their families to reach their full potential through discovery, creativity, and learning, we also focus on this vision among our staff.*

*CMT is dedicated to four principals of internal organizational culture:*

- Inclusion  
- Professional Growth  
- Collaboration  
- Transparency

**Summary:**  
The *Development Coordinator* is responsible for furthering the mission of *Children’s Museum Tucson | Oro Valley* by ensuring the effective use of our customer relation management (CRM) database to facilitate clear communication, reporting, and prompt stewardship to our donors and members. As a member of the Engagement team this role manages donor records, builds reports for analytics and communication, and maintains the museum’s stewardship plan. The Development Coordinator reports directly to the Director of Development and supports the Development team carrying out the duties and responsibilities of the Museum’s development plan.

**Primary Responsibilities and Results:**
Work with Director of Development to carry out CMT’s annual development plan  
Process all donations, reconcile revenue and stewardship efforts  
Work as liaison for Board of Directors annual gifts  
Serve as staff liaison on Board of Directors Stewardship Committee  
Collaborate with Development Team to plan & execute annual fundraising events  
Maintain prospect management system within the Museum’s database  
Manage internal grant communication system with Director of Strategic Engagement  
Other duties as assigned
Qualifications:

Education and Experience:
Bachelor’s degree preferred OR Equivalent combination of education and relevant experience
Experience in customer service in development, marketing, or nonprofit setting preferred

Language Skills:
Excellent listening, verbal and written communication skills required

Computer Skills:
Proficient with MS Office Suite, including Word, Excel and Outlook
Working knowledge of a CRM database, Blackbaud Altru preferred

Other Skills and Abilities:
Ability to successfully multi-task and prioritize projects
Excellent communication and interpersonal skills
Professional demeanor with diverse clientele
Proficient organizational and time management skills
Ability to work on independent projects as well as within a team environment
Demonstrates ability to solve problems independently and show initiative
Sense of play and wonder!