

Deschutes County Historical Society Job Description

Job Title:	Development Coordinator
Education:	Bachelor's degree or equivalent on the job experience in a discipline related to museums or culture educational organizations.
Experience, skills, and knowledge:	Experience in membership management and non-profit fundraising required; museum background preferred.
Reports to:	Position reports directly to the Executive Director.
Job Description:	The Development Coordinator is responsible for the coordination of fundraising and membership activities by the Deschutes County Historical Society (DCHS) and its Board of Directors.

Specific Duties and Responsibilities:

- Maintain membership database (DonorPerfect), including oversee data entry volunteers
- Coordinate with DCHS Board and Executive Director to develop major gift fundraising, including identification and research, cultivation, solicitation and stewardship
- Work in coordination with DCHS Executive Director, Museum Manager and other staff and volunteers to plan and execute special events, corporate, and exhibit fundraising, especially launching new Heritage Fair event
- Design and execute membership appeals and campaigns
- Coordinate with DCHS Executive Director on grant writing identification and submissions
- Work with the DCHS President, Board of Directors and the appropriate Board committees, staff and volunteers to further fundraising objectives
- Other duties as assigned

Qualifications: Candidates should have a minimum of 3 years of development experience, preferably in arts and cultural or educational organizations and be able to demonstrate a successful track record of developing, managing and growing the base of donors. Ideal candidate will be self-directed, flexible, a team player and a strategic thinker. An interest in history and familiarity with a museum environment and the Deschutes County giving community is preferred.

Work Schedule: Part-time Tuesday-Friday with high degree of flexibility; approximately 15 evenings or weekend events throughout the year.

Pay Range: Begins at \$14.58/hour, .5 FTE (20 hours per week)

Please email cover letter, resume, and reference to: info@deschuteshistory.org or send to Deschutes Historical Museum, 129 NW Idaho Ave, Bend, Oregon 97703. **Application closing date is July 3, 2017.**