

Koch Family Children's Museum of Evansville

Development and Volunteer Coordinator

Are you a detail-oriented, creative, and driven professional with a passion for supporting a mission that transforms the lives of children and families? Join our dynamic team at the Children's Museum of Evansville (cMoe) as a Development and Volunteer Coordinator, where you will play a pivotal role in building meaningful relationships, driving fundraising efforts, and organizing exciting events that make a lasting impact. With our Director of Advancement, you will be at the heart of our development initiatives, helping connect our supporters with our mission and ensuring their contributions aid in continuing our work to inspire creativity and learning in children.

If you're someone who thrives in a collaborative, fast-paced environment and loves working behind the scenes to make big things happen, we want you on our team! As the Development and Volunteer Coordinator, you'll assist in crafting strategies to engage donors, manage events, and oversee our volunteer program while ensuring a seamless experience for all involved.

Key Responsibilities:

- **Fundraising Strategy & Planning:**
 - Collaborate with the Director of Advancement to develop and execute fundraising plans that align with our mission and goals.
 - Provide research and insight into fundraising opportunities, helping to shape strategies that will drive support for our programs.
- **Donor & Volunteer Stewardship:**
 - Coordinate and manage our donor and volunteer stewardship programs, ensuring our supporters feel valued and engaged in our mission.
 - Build and nurture strong relationships with donors, volunteers, and community partners through meaningful, consistent communication and engagement.
- **Sponsorship Support:**
 - Assist in identifying and researching potential sponsorship opportunities, creating compelling sponsorship content, and managing sponsorship solicitations.

- Serve as a key point of contact for sponsors, ensuring their experience is seamless and that they are engaged throughout the process.
- **Gift Acknowledgment & Impact Reporting:**
 - Oversee the timely acknowledgment of gifts and donations, ensuring donors receive prompt and meaningful recognition.
 - Show donors the direct impact of their contributions, fostering long-term relationships and continued support.
- **Event Planning & Coordination:**
 - Support the Children’s Museum’s event logistics including leading, as assigned.
 - Support/lead pre and post event activities which may include fundraising goals, budgeting, vendor contracts, etc.
- **Vendor & Stakeholder Management:**
 - Serve as the main point of contact for event vendors, ensuring clear communication and smooth execution of event logistics.
 - Collaborate with Marketing to create sponsorship materials, event promotions, and ensure consistent messaging.
- **Volunteer Program Management:**
 - Oversee the volunteer program, from recruitment and onboarding to matching volunteers with appropriate roles and managing schedules.
 - Collaborate with other museum departments to identify volunteer needs
 - Work with HR to ensure proper documentation and orientation for volunteers.
- **Database & Marketing Coordination:**
 - Maintain an up-to-date volunteer database related to donations and ensure all volunteer records are accurate and accessible.
 - Collaborate with Marketing to ensure the volunteer webpage, promotional materials, and marketing communications are current and engaging.

Qualifications:

- Bachelor’s degree in nonprofit management, communications, business, or related field preferred.
- 2+ years of experience in development, fundraising, event planning, or volunteer coordination, preferably within a museum, nonprofit, or community-focused environment.
- Strong organizational skills with the ability to manage multiple tasks and deadlines in a fast-paced environment.

- Excellent written and verbal communication skills, with a knack for crafting engaging content and fostering relationships.
- A passion for connecting people to a cause and a strong belief in the mission of the Children's Museum.
- Proven ability to manage complex events, from budgeting to execution, while working with diverse vendors and stakeholders.
- Proficiency in Microsoft Office Suite and experience with donor management and volunteer database systems is a plus.
- A positive, team-oriented attitude and the ability to work collaboratively across departments.
- Commitment to the role and the organization.

Working Conditions:

- This position requires flexibility, including occasional evenings, weekends, and holidays to support special events and museum activities.
- Ability to lift and carry up to 25 lbs. for event set-up and break-down.
- The role is primarily office-based, but the candidate will also be required to attend and manage events both within and outside the Children's Museum.

Why Join Us?

- Play a critical role in shaping the future of cMoe's educational and community impact.
- Work in a collaborative and creative environment, where your contributions make a difference every day.
- Be part of a mission-driven organization that believes in the power of play to spark curiosity, creativity, and learning in children and families.

Application Process:

Ready to help us create unforgettable experiences and foster lasting relationships with our supporters? Apply today by submitting your resume and cover letter to edrinkwater@cmoekids.org. We are an equal-opportunity employer and encourage applicants from all backgrounds to apply.

Come join our team and help us inspire the next generation of innovators and dreamers!