



Position Title: Advancement Coordinator

Department: Advancement

Job Status: Full-Time Part-time

FLSA Status: Exempt Non-Exempt

Reports to: Director of Advancement

EEOC Job Classification: Entry-level Managers

Supervises: Volunteers

Work Schedule: Typically, Mon-Fri; however can vary based on events

Date / Revision: 08/2024

POSITION SUMMARY

The Koch Family Children’s Museum of Evansville (cMoe) Advancement coordinator works to advance the mission of the Children’s Museum by securing fiscal and in-kind resources, coordinating the stewardship program, coordinating the volunteer program, and facilitating event logistics.

ADA: REASONABLE ACCOMMODATIONS STATEMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Coordinators need to have a combination of social skills, administrative skills, and excellent organizational and communication skills. Reasonable Accommodations may be provided in order to enable qualified individuals with disabilities to be able to perform the essential functions.

ESSENTIAL JOB FUNCTIONS FOR THE POSITION

Donor Relations

- Assist leadership in developing fundraising plans.
- Coordinate donor and volunteer stewardship program.
- Support sponsorship identification, sponsorship content creation, and solicitation.
- Support donor relationships through meaningful, consistent communication and engagement.
- Oversee the gift acknowledgment process, ensuring donors are thanked in a timely fashion and are shown the impact of their support.

Special Events

- Coordinate and organize Children’s Museum events (unveilings, cMoe Birthday Party, etc.) and fundraising events (Way Late Play Date, Corporate Recess, Elf Academy, etc.).
- Identify and serve as the main point of contact for event vendors.
- Collaborate with Marketing to create sponsorship materials and event promotions.
- Lead pre and post event activities (budgeting, assigning tasks, set up and break down, post evaluation, etc.)

Volunteerism

- Coordinate the volunteer program (on-board, matching, schedule) working with other departments to identify needs and coordinate scheduling.
- Collaborate with Human Resources on recruiting volunteers and required paperwork.
- Maintain volunteer database.
- Ensure volunteer webpage and marketing materials are up-to-date with Marketing.

This role's function is also significantly cross-departmental, ensuring that information about volunteers, donors, leads, and partners is communicated efficiently between Advancement, Education, Administration, Marketing and Facilities. Additional responsibilities may be assigned by the supervisor or Executive Director.

POSITION QUALIFICATIONS

Competency Requirements (Check all that apply)

- ✓ **Accuracy** Ability to perform work accurately and thoroughly.
- ✓ **Communication** Ability to communicate effectively with others using the oral / written word.
- ✓ **Child-Oriented** Ability to take care of the children's needs while following company procedures.
- ✓ **Time Management** Ability to utilize the available time to organize and complete work within given deadlines.
- ✓ **Work Under Pressure** Ability to complete assigned tasks under stressful situations.
- ✓ **Analytical Skills** Ability to use critical thinking and reasoning to solve a problem.
- ✓ **Reliability** Ability to be dependable and demonstrate excellent attendance and punctuality.
- ✓ **Applied Learning** Ability to apply learned skills and experience to novel situations and circumstances.
- ✓ **Problem Solving** Ability to find a solution for or to deal proactively with work-related problems.
- ✓ **Customer Service** Ability to handle a wide range of people to maintain high customer service
- ✓ **Computer Skills** Demonstrated use of Microsoft Office Suite and Computer Software.
- ✓ **Organizational Skills** Ability to organize and prioritize tasks and follow a systematic method to do tasks.
- ✓ **Accountability** Ability to accept feedback, take responsibility and be accountable for own actions.

Experience Requirements

- Education** High School Completion; Some College experience.
- Certifications/Licenses** Valid Driver's License
- Experience** A minimum of 1 year of customer service and management experience. Previous cash transaction handling skills. A minimum of 1 year experience (personal or professional) interacting with kids (birth to 12). Must enjoy working with children and with the public.
- Additional Requirements** Must successfully pass a background check; willingness to work flexible hours including evenings, weekends and holidays.

Physical Demands (Insert code for each)

- N (Not Applicable)** Activity is not applicable to this position
- O (Occasionally)** Position requires this activity up to 33% of the time (0-2.5 hours/day)
- F (Frequently)** Position requires this activity from 33% – 66% of the time (2.5– 5.5+ hours/day)
- C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hours/day)

Physical Demands		Lift / Carry and Push / Pull	
Stand	C	Lift/Carry 10 lbs or Less	O
Walk	C	Lift/Carry 11 – 20 lbs	O
Sit	O	Lift/Carry 21 – 50 lbs	O
Manually Manipulate / Grasp	F	Lift/Carry 51 – 100 lbs	N
Reach Above Shoulder	O	Lift/Carry Over 100 lbs	N
Climb Stairs	O	Push / Pull 12 lbs or less	O
Crouch / Crawl	O	Push / Pull 13-25 lbs	O
Squat or Kneel	O	Push / Pull 26 – 40 lbs	N
Bend	O	Push / Pull 41 – 100 lbs	N
Other Physical Requirements		Work Environment	
Visual Acuity (see fine details)	C	Exposure to loud noises	F
Ability to Hear	C	Exposure to general public	C
Ability to Read / Write	C	Exposure to slick walking surfaces	F
Ability to Speak	C	Exposure to office equipment	F
Ability to Discriminate Color	O	Exposure to chemicals	N
Ability to use hand tools	O	Exposure to power tools/equipment	N

Employee Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.