

Henry

Development Coordinator

ABOUT THE HENRY: The Henry Art Gallery was founded as Washington State's first art museum in 1926 on the principle that art stimulates inquiry, fosters knowledge, and builds healthy communities. Located on the campus of the University of Washington (UW), Seattle, the Henry is internationally recognized as a pioneer in the research and presentation of contemporary art. Learn about our mission and vision: henryart.org/about.

COMMITMENT TO EQUITY: The Henry acknowledges the historical structures and social dynamics that have continuously oppressed communities of color and we acknowledge our part in institutional racism. We also acknowledge that we are situated on the land of the Coast Salish peoples.

We are actively committed to racial equity and to building a strong foundation of inclusivity and awareness in all we do. We value discourse that brings forward voices and positions that have been – and continue to be – oppressed. We do not tolerate hate speech or actions.

We recognize that we are in the process of embodying these values across our exhibitions, programs, and operations; this is our ongoing work.

The Henry Art Gallery is a part of the University of Washington. For more information about race and equity at the UW, see washington.edu/raceequity.

POSITION PURPOSE: The Development Coordinator works alongside the External Relations team to provide a positive experience for Henry members and donors. The position assists with member- and donor-related events and initiatives provides general department support; and plays a key role in supporting the stewardship, cultivation, and solicitation of the next generation of museum supporters.

SPECIAL NOTE: In consideration of employee health and safety during COVID-19, this position will be set up to work remotely until the Henry reopens, at a date to be determined.

STATUS: FLSA non-exempt, Henry Gallery Association employee, benefits eligible

Hourly Pay: \$20

SCHEDULE: Tuesday-Friday, 36 hours per week. Occasional evening and weekends required

REPORTS TO: Deputy Director of External Relations

ESSENTIAL FUNCTIONS:

- Provides administrative and calendaring support to the Deputy Director of External Relations; sets team meetings and takes notes; conducts research and creates special reports as needed
- Supports Development Team by ensuring the timely execution of donor communications, including but not limited to gift receipts, event invitations, pledge reminders, general membership renewals, and seasonal communications
- Creates queries for donor listings and mailings; coordinates the annual donor wall and printed donor listings
- Provides exemplary and timely customer service to donors by phone, email, and in-person and manages the museum's RSVP@henryart.org account

- In collaboration with the Data Processing and Donor Services Assistant, coordinates and performs regular database maintenance and donor record updates in multiple systems, maintaining strict confidentiality of all donor information; maintains centralized development filing system, digitizing files with electronic filing system
- Manages receipting process for Team expenses

OTHER DUTIES:

- Serves as secondary gift processor, ensuring constituent information is recorded and acknowledged accurately
- Works with partner companies and donors to ensure timely fulfillment and verification of matching gift requests
- Assists the Membership and Special Events Manager on donor registration and event logistics at special events, often serving as first point of contact at special events
- Coordinates and trains volunteers for mailing parties and outreach projects as assigned

QUALIFICATIONS:

REQUIRED

- Excellent written and oral communication skills
- Proven database and mail merge experience
- Proficiency in the Microsoft Office suite and ability to learn new business software programs
- Collaborative work style and strong interpersonal skills to support work with colleagues, donors, and volunteers
- Ability to handle sensitive and confidential matters with discretion and responsibility
- Excellent time management, problem solving, multitasking, attention to detail, and organizational skills
- Ability and willingness to work evenings and weekends for 4-6 special events per year

DESIRED

- One year of experience in a fundraising or business office
- Demonstrated experience with project management
- Previous experience with any of the software that our team currently uses: Raiser's Edge, Advance (UW's donor database), PaperSave, Mailchimp, Tableau, and Asana

NOTE: This job description is not intended to be all-encompassing. Employee may perform other related duties to meet ongoing needs of the organization as directed.

Diverse backgrounds make us stronger. We highly encourage Black, Indigenous, People of Color, LGBTQ+, and individuals of all abilities to apply.

To apply, please send cover letter and resume to jobs@henryart.org. No phone calls, please. Applications received by January 25, 2020 will be given priority consideration.