

Henry

Development Coordinator (Part-time)

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.

POSITION PURPOSE

The Development Coordinator is responsible for supporting the Henry's Development goals through excellent data entry and donor stewardship. This role supports the whole development team by keeping the database up-to-date, handling gift processing and acknowledgement, assisting with prospect research, supporting special events and membership benefit fulfillment. This role works with every component of the Development department— including supporting institutional giving and database management. The position assists with member and donor-related events and initiatives, provides other general department support, and plays a key role in supporting the stewardship, cultivation, and solicitation of museum supporters via strong customer service. This role is supervised by the Director of Development and works closely with the Donor Relations & Special Events Manager, Individual Giving & Board Relations Manager, and Grants & Sponsorship Manager.

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.

PAY RANGE: \$25 - \$28 per hour, depending on experience

SCHEDULE: Tuesday – Friday, 20 hours per week (50% Full-time Equivalent or FTE); Flexibility to determine regular schedule, including days and hours worked, with supervisor. Occasional evening and weekends may be required support member and donor events and programs.

REPORTS TO: Director of Development

ESSENTIAL FUNCTIONS:

Gift Processing & Acknowledgement

- Processes all gifts: deposits checks, processes credit cards, monitors matching gift accounts.
- Manages gift acknowledgement process from letter merge to final review and mailing, in collaboration with the development team.
- Links gifts to constituent records, updates membership status, and digitizes files.
- Processes event registrations and donations for the annual fundraising event, Henry Gala.
- Works with partner companies and donors to ensure timely fulfillment and verification of matching gift requests.
- Manage input of major gift contact and activity logs, both internally and in the University of Washington's development database (Tandem), maintaining strict confidentiality of all donor information.

Database Management & Prospect Research

- Supports in regular database maintenance and donor record updates and maintains confidentiality of donor information.
- Maintains best practices through all processing and fulfillment ensuring correct data and information.
- Support Development Team in prospect research by gathering information for prospect portfolios for frontline fundraisers as requested.
- Serve as the point of contact for donors to request or update information.

Reporting & Reconciliation

- Notifies the development team of major gifts and grants received.
- Updates shared documentation for gifts and pledges to be processed and acknowledged, including grant, major gift and board pledges.
- Supports Individual Giving & Board Relations Manager is ensuring database entries tie to the Henry's financial system.

Donor Services & Special Events

- Facilitates the annual donor wall and printed donor listings under the supervision of the Individual Giving & Board Relations Manager.
- Maintains RSVP lists for all special events.
- Supports special events planning including stewardship events, openings, donor gatherings, and the annual Henry gala.

Other Duties

- Supports the Communications department in maintaining updated constituent lists for all e-communications.
- Fulfills auction and donation requests for nonprofit partners.
- Provides general administrative support for the Development department including: ensuring team projects stay organized in the work management platform (Asana); organizing Development Team meetings.
- Maintains centralized development filing system, digitizing files and training student workers in consistent implementation of electronic filing system.
- Assists in the creation of donor presentations and PowerPoints as requested by Development team and John S. Behnke Director.
- Facilitates the logistics of donor and special group visits, including parking and meeting materials.

- Coordinates and trains volunteers for mailing parties and outreach projects as assigned.
- Represent the Henry and work during member events, public openings, donor cultivation events and the gala.
- Other duties as assigned from time to time.

CONNECT WITH US IF YOU HAVE:

- At least one year of experience in a development fundraising or business office.
- 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.
- An appreciation for creativity and a belief in the importance of contemporary art.
- Availability to work some evenings and weekends for special events, approximately 5 per year.

ADDITIONAL DESIRED EXPERIENCE:

- 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, Mail Chimp, Tableau, Asana.

If the above description does not fit you precisely but you think you would be an excellent fit for this role, please apply. We encourage you to speak directly to areas of potential growth, interest, and/or experience in your cover letter.

STATUS: Regular part-time employee; Affiliate University of Washington employee; FLSA non-exempt; Benefits eligible

BENEFITS:

- **Medical, Dental, Vision:** Eligible to enroll in the Henry's medical, dental, and vision insurance package. The Henry pays 100% of the cost for employees.
- **Vacation:** Accrue Vacation hours at a rate that increases with years of service, beginning at a rate of 5 hours per month.
- **Holidays and Holiday Credit:** 11 paid holidays, plus 1 annual personal holiday; eligible to accrue Holiday Credit hours for holidays falling on non-work days at a rate of 4 hours per holiday.
- **Sick Leave:** Sick leave accrued at a rate of 1 hour per every 40 hours worked.
- **Retirement:** Employees can elect to participate in the Henry's 403(b) retirement plan and make contributions through deferred compensation; after six months of employment, the equivalent of 3% of your compensation will be contributed by the Henry.

The employee will also have access to or receive:

- Affiliate University of Washington employee status, with access to such things as: the UW library system, ability to purchase an IMA gym [membership](#).
- One UW Professional and Organizational Development ([POD](#)) Course per year.

- A Professional Membership to the American Alliance of Museums ([AAM](#)).
- Up to \$50.00 reimbursement for materials towards the employee's understanding of Diversity, Equity, Accessibility, and Inclusion.
- Public Transportation Subsidy: the Henry will fully reimburse the cost of a quarterly [U-PASS](#), or up to \$150 of actual expenses for ORCA purchases per quarter.

APPLY: Please send a cover letter and resume to opportunities@henryart.org, in one PDF if possible, with "Development Coordinator" in the subject line. Applications received by 6/28/24 will be reviewed first. No phone calls, please.

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