

Position title: Development Coordinator
Reports to: Managing Director, Advancement

The Boston Society for Architecture (BSA) seeks a Development Coordinator (DC) to join our twenty-two person staff. The DC plays an important role in coordinating key activities that will help the organization achieve its fundraising goals. This includes managing logistics related to meetings and communications with individual donors, corporate supporters and institutional funders; maintaining an up-to-date donor database and donor files, including donor acknowledgement, recognition, and pledge reminders; grants research and scheduling; and assisting with fundraising events. The DC will execute detailed tasks, while connecting them to organizational fundraising goals. He/she/they understand that excellent customer service, and a focus on relationship building is key to a successful fundraising program. Based on level of experience, the DC may serve as a thought partner in developing strategies to strengthen the BSA's cultivation of individual, corporate and institutional prospects. Under the leadership of the BSA's Managing Director of Advancement, the DC works with staff, donors and members, as well as volunteers and interns to carry out these efforts.

Major Responsibilities

Coordination of Development Activities

- Provide administrative and logistical support for the Managing Director of Advancement and the Senior Management of Development.
- Enter gifts and other data into the donor database, and send acknowledgement letters and pledge reminders in a timely, accurate fashion.
- Work with the Advancement Team to ensure that communications with donors, donor event attendance, and other donor information is properly recorded.
- Work with the Advancement Team and the Database Manager to create and produce timely donor reports, mail merges and other database-dependent activities.
- Assist the Senior Development Manager with fundraising event logistics and vendor coordination; the BSA has two major annual fundraising events, and six to eight fundraising and cultivation events throughout the year.
- Assist the Senior Development Manager with the Annual Appeal, including working with vendors.
- Assist the Advancement Team with grant research, brainstorm sessions, and coordination of grant activities.
- Assist the Advancement Team in preparing for and leading Advancement Committee meetings.
- Assist with e-blasts, mailings, and other direct communications methods.

Management and Supervision

- Prepare reports related to fundraising activities that may be shared senior staff, the Board of Directors and Board of Trustees.
- Participate in developing and managing the budget for fundraising activities.

Independent Action

Reporting directly to the Managing Director of Advancement or designee and working closely with other directors and staff, this person works independently and with others. The DC interacts with external and internal stakeholders, and may oversee volunteers and interns on specific projects. The DC must be able to interact with staff, donors, and partners at all levels with confidence and professionalism.

Minimum Requirements

- At least two years of experience in administrative, customer service/retail, event management, or similar role.
- Passion for the BSA's mission and the impact design has on improving lives.
- Outstanding interpersonal skills and the ability to work with a diverse group of donors, staff and volunteers in a collaborative manner.
- Respect for philanthropy and philanthropists, and ability to handle confidential matters and information.
- Willingness to grow technical knowledge and to learn how to make the most use of databases and other digital platforms used in fundraising.
- Commitment to equity, diversity and inclusion, building bridges between and working with people of different races, ethnicities, ages, genders, sexual orientation, gender identity, religion, ability and socio-economic, as well as demographics, psychographics, and institutional cultures.
- A willingness to work beyond normal 9-5 hours is occasionally required.
- Curiosity and a sense of humor are highly desired.

About the BSA:

The Boston Society for Architecture (BSA) is dedicated to supporting and promoting the profession of architecture and the transformative power of design to improve the built environment and people's quality of life. The BSA impacts thousands of people, and works to build a better Boston by engaging communities, inspiring vision and provoking positive change.

All staff members share the following core responsibilities:

- Provide outstanding service and ensure a welcoming culture for members, allies and guests.
- Answer basic questions about benefits, services and programs. Provide member care and customer service responses to frequently asked questions.
- Advocate for and communicate the importance of "design matters."
- Stay current on developments in architecture and your areas of responsibility.
- Maintain a flexible and collaborative attitude, working with other staff on projects, events, duties and assignments as required

The position is a full-time, salaried position with excellent health-care, time-off, retirement and additional benefits. Salary is competitive and commensurate with experience.