Development and Administrative Coordinator

Title: Development & Administrative Coordinator

Status: Full-time, salaried, non-exempt

Location: (on-site, hybrid)
Reports to: Director of Advancement
Works closely with: Executive Director, Development Committee, Board of Trustees, Marketing Team
Compensation: $55,000-$62,000
Benefits: Subsidized medical, dental, and vision, paid vacation and sick leave, employer-sponsored transit pass, retirement match after one year of employment

Position Summary

The Development & Administrative Coordinator keeps Gage Academy of Art's fundraising and board operations running smoothly and finds ways to make them run better. Reporting to the Director of Advancement, this person owns daily fundraising operations: processing gifts, thanking donors promptly, maintaining accurate donor records, producing reports, and coordinating support for appeals, grants, the annual Gala, and the Board of Trustees.

Improving how the work gets done is an important part of this role. The coordinator simplifies routine processes, learns to use Salesforce effectively, and explores available tools, including approved AI tools as useful. The ideal candidate is organized, attentive to detail, and curious: someone who learns new tools, notices opportunities for improvement, and brings practical ideas forward. This is an excellent opportunity for an early career professional to grow in nonprofit development.

Key Responsibilities

Time allocations are approximate and may shift around the Gala and campaign deadlines. The Director of Advancement will help prioritize work and protect time for agreed process improvements.

Donor Operations and Campaign Support (35%)

- Process gifts accurately in Salesforce, maintain consistent campaign and fund coding, and assist Finance with reconciling gift records and resolving discrepancies.
- Prepare and send accurate donor acknowledgments and receipts within the turnaround time agreed with the Director of Advancement. Track outstanding acknowledgments to thank donors promptly.
- Keep donor records complete and current, including contact information, giving history, relationships, and communication preferences. Conduct routine duplicate and data quality checks and manage accurate imports and exports.
- Deliver monthly Development Financial Reports before Development Committee meetings and maintain standard and recurring Salesforce reports for campaign results and fundraising progress.

- Coordinate appeal logistics, including segmented mailing lists, personalization, print and digital materials, donation forms, response tracking, and campaign reporting in partnership with Marketing.
- Support grant submissions by gathering approved materials, tracking deadlines, and organizing documents for review by the Director of Advancement. Maintain development files according to organizational policies.

Gala and Special Events (35%)

- Coordinate assigned Gala to work with the Executive Director, Director of Advancement, Marketing Team, and Stewardship Committee, keeping deadlines, responsibilities, and follow-ups organized.
- Coordinate procurement of artwork, experience packages, and other auction items; maintain accurate item and contributor records and track outstanding details.
- Maintain accurate guest lists and registration information and provide logistical support before and during the Gala.
- Process Gala payments, prepare artist commission payments for approval, and produce timely post event receipts and acknowledgments.
- Provide event day support for the Gala and other donor and Gage events, including Drawing Jam and Best of Gage.

Administrative and Board Support (20%)

- Coordinate Board of Trustees meeting schedules and calendar invitations to provide trustees with clear, timely information.
- Take accurate meeting minutes and submit drafts to the Board Secretary within an agreed timeframe; support updates and filing of board documents.
- Provide routine administrative support as needed, including answering phone calls, processing mail, and ordering and organizing office supplies.

Process Improvement and Tools (10%)

- Identify and recommend improvements to make gift processing, acknowledgement letters, receipts, and reporting faster and more accurate.
- Learn and use Salesforce features such as saved reports, dashboards, email templates, and automated reminders, with guidance and appropriate approval for system changes.
- Maintain simple written procedures for key processes, so work is consistent, easy to hand off, and easy to improve.
- In collaboration with the Director of Advancement, prioritize workflow improvements and report on results such as time saved, fewer errors, or faster acknowledgments. Use approved tools, including AI where appropriate, in keeping with Gage's confidentiality and data handling practices.

Qualifications and Skills

Required

- At least two years working in the Development or Administrative role, preferably in the non-profit sector.
- Strong organization and attention to detail, with the ability to manage competing deadlines and ask for help prioritizing when needed.
- Experience managing data and generating reports from a donor database; Salesforce experience preferred.
- Curiosity and comfort learning new tools, with examples of taking initiative or finding a better way to complete a task. Examples may come from employment, school, volunteer work, or community activities.

- Clear, professional written and verbal communication and the ability to work respectfully with donors, trustees, colleagues, and volunteers.
- Ability to handle confidential information with discretion and maintain accurate records.
- Proficiency with everyday office software, including email, calendars, documents, and spreadsheets; Microsoft Office experience preferred.

Preferred

- Bachelor's degree or equivalent professional experience.
- Interest in or direct experience with arts education
- Experience with a donor database or CRM, especially Salesforce.
- Familiarity with gift processing, event coordination, donor communications, or nonprofit administration.