

Holocaust Museum Houston Development Coordinator Job Description

Position Summary:

This key position primarily provides administrative support to the Development Department team members for fundraising activities, major donor-related tasks, special events, foundation relations, and corporate giving. This role also manages facilities rentals at the Museum.

Duties and Responsibilities:

- Oversees facility rentals at the Museum including customer outreach, managing rental contracts, and event details.
- Produces fundraising reports in the CRM database Altru and in Power BI.
- Works with the Accounting Department to reconcile department expenses.
- Edits and proofreads proposals, letters, and print materials for Chief Executive Officer (CEO) and Chief Development Officer (CDO).
- Responsible for preparation, attendee management, room-set up and clean up for various meetings.
- Manages projects as needed for the CEO, CDO and Development team members.
- Assists with signature events and other fundraising events.
- Schedules Department meetings and CDO and other team members' appointments as needed.
- Maintains discretion and confidentiality in relationships.
- Other duties as assigned.

Required Skills:

- Basic knowledge of event management and planning.
- Understanding of budgets and how invoices are processed.
- Knowledge of MS Office (Word, Excel, PowerPoint, Outlook, Access, and Visio)
- Ability to learn CRM Altru (training provided).
- Flexibility to work in a mission-driven, fast paced environment.
- Able to multi-task and work under deadlines.
- Handle confidential matters with discretion.
- Act as the gatekeeper to Development for board members, donors, and the public.
- Ability to work independently on projects.
- Must have strong written, verbal communication, administrative and organizational skills.

Physical Requirements:

- Regularly spends long hours sitting and using office equipment.
- Events may require long hours standing.
- Occasionally lifts 5-10 pounds.

Reports To:

- Assistant Director of Development & Stewardship and the Chief Development Officer

Qualifications and Experience:

- College degree preferred.
- At least 2+ years' experience at the Administrative Assistant level or higher.
- Development Officer experience preferred.

Please submit your cover letter and resume to Tamara Savage at jobs@hnh.org.