The Long Island Children's Museum, located in Garden City, New York, is looking for a part-time (20 hours/week) Coordinator to join our Development Department.

POSITION SCOPE:
The Development Coordinator will report directly to the Director of Development and will support the Development Department with specific focus on individual, event and corporate fundraising. Responsibilities include maintaining accurate donor records, acknowledgements, and processes; support with Cupcakes event, year-end campaign, donor recognition, and building and developing LICM's LinkedIn social media presence.

RESPONSIBILITIES:
- Support Individual donor, Corporate, and Event campaigns – acquisition, cultivation and retention - in alignment with other development efforts.
- Input and maintain accurate donor records - individual, foundation, government, corporate, event in Altru, spreadsheets, and MobileCause databases.
- Write and send donor acknowledgement letters in timely fashion.
- Cupcakes - Assist with all aspects of fundraising - maintain donor records, sponsorship fulfillment tracking, coordinate silent auction - item acquisition, posting, bidding and fulfillment.
- Prepare and produce mailings - editing and updating lists for accuracy and consistency, merging documents, envelopes, and coordinating the fulfillment.
- Track Development stats, budgets, and develop analysis plan.
- Develop posting schedule for LICM's LinkedIn profile to expanded communications, especially around corporate and foundation donors, board acknowledgement and recruitment.
- Work closely with the Communications & Marketing Department to ensure connectivity related to donors and members.
- Coordinate smaller events - invite, RSVPs, sign in, and customer facing roles with donors.
- General Administrative support to Director of Development.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:
- Two+ years’ experience at a cultural organization in marketing, communications, or development.
- Schedule is 20 hours/week to be worked M-F, between hours of 9am-5pm, coordinated with the Director of Development. Must be available to work evenings and weekends for development related events.
- Excellent organizational and data entry skills with high attention to details and accuracy.
- Excellent customer service skills, ability to be discreet and professional with donor requests.
- Advance knowledge of Microsoft Office, Google Suite, or equivalent.
- Able to learn new software quickly and develop and follow clear systems for entering, tracking data.
- Collaborative, flexible, positive attitude, interest in fundraising, and commitment to LICM mission.
- Experience with Altr or other database software.

Please send your resume and cover letter, including salary requirements, to: resumes@licm.org. No phone calls or walk-ins, please.

The Long Island Children’s Museum is a not-for-profit interactive learning laboratory that inspires children and adults to explore and discover new things in 14 exhibit galleries featuring interdisciplinary, hands-on, fun experiences. www.licm.org.

THE LONG ISLAND CHILDREN’S MUSEUM IS AN EQUAL OPPORTUNITY EMPLOYER.