



## **Development Coordinator**

The Development Coordinator is responsible for advancing the Pacific Marine Mammal Center's mission through the planning, coordination and implementation of various fundraising campaigns and events through the year, as well as administering PMMC Membership programs and the Pathway to Pinnipeds Brick program.

### **Key Responsibilities**

- Create and execute a strategic plan designed to expand our donor pipeline, primarily through research related to individuals who have visited, made purchases through our catalogs, been camp families, or had other interactions.
- Manage a portfolio of prospects with the potential of securing recurring and increased gifts.
- Oversee the following programs:
  - Memberships
  - Buy a Brick – Pathway to Pinnipeds program
  - Release Pass
  - Kids' Club
  - Ocean Club membership tracking for annual dues
  - Youth Ambassador program (Ocean Protectors)
  - Other donations – including cars, DipJar, “In honor of” and “In memory of” gifts
  - 3<sup>rd</sup> party fundraising events
  - Community outreach
  - Classroom Fundraising
  - Recurring donors

### **Job Functions**

- Process donor acknowledgements and end of year tax giving statements.
- Track and steward online giving through Facebook and workplace giving.
- Provide donor tours as needed.
- Donor stewardship with personal calls and emails to strengthen donor engagement.
- Work with the Sr. Director of Philanthropy to develop techniques to start new relationships and cultivate current donors to move them through the donor pipeline.
- Accurate processing and timely reporting of activities in the donor platform, Arreva.
- Participate in annual PMMC events.

## Qualifications and Expectations

- Ability to communicate Pacific Marine Mammal Center's priorities to an external audience.
- Experienced and demonstrated success in customer service.
- Ability to work both independently and collaboratively, with a talent for building strong and productive relationships across constituencies.
- Excellent organizational, interpersonal, and networking skills with individuals and large groups.
- Demonstrated analytical and strategic thinking capabilities.
- Motivated, creative professional with an entrepreneurial spirit.
- Ability to maintain highly sensitive and confidential donor information.
- Ability to maintain a high level of poise and professionalism in all circumstances.
- Working knowledge of Microsoft Office Suite and comfortable working in donor/prospect computer data base systems.

**To apply, please send resume and cover letter to:**

To: [achu@pacificmmc.org](mailto:achu@pacificmmc.org)

Subject: Development Coordinator Position