



**The Cummer Museum of Art & Gardens
Employment Opportunity - Advancement Administrative Coordinator**

The Cummer Museum of Art & Gardens seeks a **Full-time Temporary Advancement Administrative Coordinator** to provide administrative and valuable support to the Advancement team at the Cummer Museum of Arts & Gardens through data management, fundraising, and donor sponsorships. As the Advancement Administrative Coordinator, you will enhance the effectiveness of our communications, research, membership and recruitment, and support to others within the department.

- Support the Museum's mission, vision, and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect for individuals, commitment to our community, accountability, and ownership.
- Work closely with Advancement colleagues to support timely acknowledgement of contributions to include donor acknowledgements, tax receipts letters, and notes.
- Assist advancement team with sponsorship process through drafting gift agreements, and pledge forms. Facilitating edits and updates to sponsor opportunities brochure. Utilizing and updating a tracking spreadsheet for sponsorship activities.
- Maintain accurate foundation, corporation, and individual donor files in Altru CRM database and on shared computer drive, including grants applications and correspondence.
- Utilize Altru and Office software to create and provide lists, queries, and reports, as needed.
- Assist with updating and maintaining Advancement database records, inputting contact reports, management-related notes, and other information into the database.
- Work alongside the Advancement team to ensure the integrity of data and provide support as-needed.
- Conduct preliminary research on prospective corporate, foundation, individual, and government donors; assist with the maintenance and preparation of formal donor profiles.
- Work with advancement team, assist with solicitation letters, proposals, stewardship and cultivation packages, and progress reports as needed.
- Assist with the coordination of production and mailing of membership renewals, annual appeals, and stewardship correspondence associated with fundraisers.
- Coordination of donor correspondence such as birthday celebrations, sympathy flowers, etc.
- Assist marketing efforts as needed.

- Provide administrative support to museum partners and advancement department as needed, provide general office support with a variety of activities and related tasks.
- Answer, screen, and direct telephone calls; take messages and respond to voicemail, emails, and other inquiries.
- Coordinate donor benefit fulfillment processes for Museum sponsors.
- Manage filing and document retention for the Advancement Department.
- Assist with Museum functions and events as directed.
- Other job duties as assigned.

Knowledge, skills and abilities:

- College Degree preferred-
- Minimum of two (2) years prior experience in an administrative support role, administrative support in a development/advancement department preferred.
- Nonprofit experience preferred.
- High level of proficiency in the use of Microsoft Office programs, especially MS Word, MS Excel, MS Outlook, and MS PowerPoint.
- Proficiency with donor database software preferred; Knowledge of Altru software preferred.
- Prior experience using mail merge.
- Thorough knowledge of business writing with excellent spelling and grammar skills.
- Excellent skills in composing, formatting, and accurately typing, a variety of correspondence, reports, and other records using Microsoft Office Suite.
- Strong interpersonal skills and the ability to build relationships.
- Experience in a service or support position working with donors, members, or visitors required.
- Ability to maintain confidentiality in donor activities.
- Strong organizational skills and ability to handle and prioritize detailed projects simultaneously and carry them through to completion.
- Demonstrated ability to take initiative, solve problems, and set priorities.
- Schedule may include nights and weekends due to events.
- Must be a self-starter and able to work independently, but also comfortable in a team environment.

Qualified applicants send letter of interest, resume, and salary requirements to the Cummer Museum of Art & Gardens, Attn: Human Resources Department, 829 Riverside Ave, Jacksonville, FL 32204 or jobs@cummERMuseum.org.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Cummer Museum's policy is to provide equal employment opportunity to all qualified employees and applicants for employment without regard to race, color, ancestry, national origin, gender (including pregnancy), sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military, or any other protected status as required by federal, state, or local law. The Museum's intent and desire is that equal employment opportunities will be provided in employment recruitment, selection, compensation, benefits, promotion, demotion, layoff, recall, transfer, leave of absence, termination, and all other terms and conditions of employment.

COMMITMENT TO DIVERSITY

The Museum is committed to creating and maintaining a workplace in which all employees have an opportunity to contribute to the success of the institution and are valued for their skills, experience, and unique perspectives. In addition to being an important principle of sound business management, this commitment is embodied in Museum policy and the way it does business.