

Position:	Development Coordinator
Reporting to:	Chief Development Officer
Hours & term:	Fixed 1-year term, part-time. 30 hours per week, 4 days per week Tuesday to Friday schedule
Location:	onsite, in-person. Whistler, British Columbia
Salary:	\$30.00 per hour
Benefits:	6% vacation entitlement (3 weeks), Transit Allowance, Wellness Benefit, Extended Medical
Residence:	Candidate to reside in the Sea to Sky Corridor (Squamish to Pemberton)

### **JOB SUMMARY**

The Development Coordinator supports the Museum's fundraising and donor stewardship activities, reporting directly to the Chief Development Officer with organizational oversight from the Executive Director. Responsibilities include maintaining and updating the Museum's donor database and CRM, generating donor and fundraising reports, and ensuring data integrity. The role coordinates logistics for the Museum's annual Gala, including, ticketing, auction support, auction administration, guest management, and event operations. The Coordinator develops fundraising collateral and marketing assets using Adobe Creative Suite, ensuring brand consistency across donor materials and event communications. Additional responsibilities include prospect research, campaign support, and other duties assigned by the Chief Development Officer.

### **KEY RESPONSIBILITIES**

#### **CRM and Donor Database Management**

- Maintain, compile, and oversee data entry for the Museum's donor database and CRM, ensuring all constituent records, interactions, gifts, and prospect activity are accurately recorded, updated, and organized.
- Generate and distribute fundraising, donor, campaign, and event reports to support strategic decision-making by the Chief Development Officer and Executive Director.
- Conduct regular database audits, data clean-up, segmentation, and list management to support donor cultivation, stewardship initiatives, campaign execution, and event invitations.
- Support prospect research and maintain CRM records related to donor pipelines and engagement activity, without independent donor stewardship or relationship management responsibilities.

#### **Fundraising Collateral**

- Develop and produce fundraising collateral, sponsorship packages, donor materials, and event assets using Adobe Creative Suite, ensuring high-quality and visually consistent deliverables.
- Maintain brand consistency across donor communications, marketing materials, event signage, digital assets, and promotional collateral in alignment with Museum standards.

#### **Gala Logistics Coordination**

- Assist with Gala ticketing administration, including updating guest lists, tracking RSVPs, dietary requirements, and maintaining accurate attendee records.
- Support basic seating coordination and guest communications by organizing information and preparing materials for senior review.
- Provide administrative support for auction processes, including tracking donated items, updating records, and maintaining auction documentation.
- Provide on-site assistance during the Gala, supporting logistical setup, event coordination, and post-event tear-down as directed.

### Additional responsibilities

- Conduct prospect research and provide administrative support for fundraising campaigns, donor initiatives, and other duties as assigned by the Chief Development Officer.
- Prepare and coordinate Museum Foundation annual packages, donor renewal materials, and new Founder welcome packages to support stewardship and membership engagement.
- Support exhibition-related events through event logistics, guest coordination, materials preparation, and on-site administrative assistance as required.

### QUALIFICATIONS / KNOWLEDGE / SKILLS

- Post-secondary education in arts administration, non-profit management, communications, marketing, or a related field, or equivalent combination of education and experience.
- 1–3 years of experience in development, fundraising, database administration, or non-profit/event coordination, ideally within a cultural or museum environment.
- Demonstrated experience working with CRM or donor database systems, with strong attention to data accuracy and record-keeping.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and demonstrated experience with Adobe Creative Suite (InDesign, Photoshop, Illustrator).
- Strong organizational skills with the ability to manage multiple deadlines, prioritize tasks, and maintain high levels of accuracy under pressure.
- Excellent written and verbal communication skills, with professionalism in donor-facing and internal correspondence.
- Experience supporting events, fundraising campaigns, or gala-style functions, including administrative and logistical coordination.
- High level of discretion and professionalism when handling confidential donor and organizational information.

### OTHER REQUIREMENTS

- Valid BC Driver's license.
- Criminal Records Check will be required by the successful candidate

Interested applicants are required to submit a Resume and Cover Letter. This position will remain posted until filled. Applications will be reviewed on an ongoing basis, and candidates are encouraged to apply as soon as possible. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

### ALL RESUME PACKAGES MAY BE DIRECTED TO:

Brianna Beacom, Director of Operations, Audain Art Museum

Email: [bbeacom@audainartmuseum.com](mailto:bbeacom@audainartmuseum.com)

Subject line: Development Coordinator Application