

Job Title: Membership & Fund Development Coordinator	Last Date Modified: Feb 2023
Exempt/Non-exempt: Non-Exempt	Full Time / Part Time / Seasonal: Full Time
Schedule: Mon-Fri OR Tues - Sat	Minimum Hours: 40 \$19-21/hour
Department: Advancement	Supervisor Title: Director of Advancement

The Membership and Fund Development Coordinator is the primary contact for Fairytale Town members, donors, and sponsors. The Coordinator is responsible for fulfilling the membership benefits for all members and providing excellent customer service. This includes communicating with the general public and staff to handle inquiries and resolve issues. This role is also responsible for cultivating and processing sponsorships and donations, donor/sponsor stewardship, maintaining the database, and preparing reports.

Job duties may include but are not limited to:

Fund Development-Specific Duties:

- Act as primary contact for all Fairytale Town donors and sponsors.
- Assist in writing grants, sponsorship proposals, and sponsorship packets.
- Research new Fund Development opportunities.
- Process all incoming donations and coordinate donor/sponsor stewardship.
- Prepare monthly financial reports and reconcile with general ledgers.
- Develop donor/sponsor cultivation and retention plans and assist with marketing, as needed.
- Participate in park programs and events on evenings and weekends, as needed.
- Other duties, as needed.

Membership-Specific Duties:

- Act as primary contact for Fairytale Town members. Coordinate all membership communications.
- Maintain membership database.
- Prepare monthly reports including but not limited to membership sales, renewals, and promotions.
- Assist in coordinating Members-Only Nights.
- Other duties, as needed.

Job Skills/Experience Requirements:

- Proficient all Microsoft Office applications, office equipment, and internet research.
- Experience with data entry in databases such as Altru, eTapestry, RE NXT, or Salesforce
- Self-starter with solid attention to detail and highly organized.
- Excellent communication skills: written, verbal, as well as good listening skills.
- Ability to work in collaboration with a diverse group of staff, volunteers, and board members.
- Passion for working with and educating children and adults.

Education/Certificates:

- High school diploma or GED.

Job Abilities:

- Flexible schedule and ability to work occasional weekends, evenings, and holidays for special events.
- Possession of a valid California driver's license and reliable transportation.
- Ability to sit or stand for extended periods of time. Ability to lift 25lbs.
- Ability to work around and in close contact with animals daily.

TO APPLY: Please send resume and cover letter to eazevedo@fairytaletown.org

