



**Long Island Children's Museum**  
**LONG ISLAND CHILDREN'S MUSEUM**  
**POSITION DESCRIPTION**

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**TITLE:** Development Coordinator

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**DEPARTMENT:** Development **FLSA:** Non- Exempt

**PREPARED:** 2/6/2025

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**JOB SUMMARY:**

The Development Coordinator will be a pleasant, outgoing, multi-tasker with superb attention to detail. The Coordinator will support the Development Department with specific focus on individual giving, events and online fundraising. Major responsibilities include maintaining accurate donor records and recognition; supporting the annual gala event, year-end campaign, and corporate sponsorships; effectively learning and adapting to departmental and inter-departmental processes.

**DUTIES AND 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, etc. using the CRM database, Excel spreadsheets, and other event platforms as applicable.
- Create, send, and track donor acknowledgement letters in a timely fashion.
- Manage and maintain the Donor Wall for gift recognition.
- Assist with all aspects of the annual fundraising gala including event – committee engagement, maintain donor records, sponsorship fulfillment tracking, event logistics, etc.
- Prepare and produce online Development presence such as donation forms, online giving campaigns, reporting, and tracking.
- Maintain updates to the Development-related content on the LICM website.
- Manage year end campaign, Honeybees, CBIZ (formerly Marcum) 5k Challenge, and other smaller fundraising campaigns.
- Work closely with Marketing & Communications to ensure accurate recognition related to LICM's supporters, including corporate sponsors, foundation grant makers, individual donors and members.
- Coordinate and/or support smaller cultivation and donor-related events - invitations, RSVPs, sign in, etc.
- Serve as a customer facing liaison with sponsors, volunteers, donors, event committees, etc. as needed.
- Coordinate corporate volunteer engagement.
- Support other Development Department activities - i.e. corporate memberships, traveling exhibits, outreach/abling at community events, in-kind donations (inbound and outbound), etc.
- Provide general administrative assistance to the Director of Development.
- Collaborate with other members of the Development Team including the Membership & Development Manager, Database Manager and Grant Writers.
- Other duties as assigned.

**SUPERVISION:**

**Received:** Director of Development

**Given:** None

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree with interest in fundraising, communications, informal education or administration.

**Experience:**

- 2-3 years' experience in Marketing, Communications, or Development.
- Experience in a cultural organization a plus.



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**Required Skills:**

- Excellent customer service skills (verbal and written).
- Strong ability to manage multiple deadlines and priorities.
- Excellent organizational and data entry skills with high attention to details and accuracy.
- Ability to learn new software quickly and develop and follow clear systems for entering and tracking data.
- Advanced knowledge of Microsoft Office, specifically Excel, Google Suite, or equivalent.
- Experience with a CRM database such as Altru (Blackbaud), another museum management system, or other database software a plus

**WORKING CONDITIONS:**

**Environment:** Indoors, office environment.

**Working Hours:**

- Full Time
- 35 hours per week (some evening and weekend work required)
- In-person, on-site (remote opportunities available after initial employment period as approved by Director)

**Use of Equipment:** Computer equipment and Cloud Based Applications

**Travel:** None

**COMPENSATION/BENEFITS:**

- **Salary:** \$22 to \$24 an hour
- **Insurance Programs available:**
  - Health Insurance
  - Dental
  - Vision
  - Flexible Spending
- Employee discount programs
- Flexible schedule
- Paid time off
- Professional development assistance
- 401k Program

To perform this job successfully an individual must be able to perform each essential duty and responsibility satisfactorily. The Long Island Children's Museum is an Equal Opportunity Employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For more information about Long Island Children's Museum visit [www.licm.org](http://www.licm.org) or on Instagram, Facebook, LinkedIn, YouTube.

To apply: Please submit a cover letter and resume via email to: [resumes@licm.org](mailto:resumes@licm.org). Please put Development Coordinator in the subject of the email. Resumes will be reviewed immediately.