**About McColl Center for Art + Innovation**

McColl Center for Art + Innovation is a nationally acclaimed artist residency and contemporary art space in Charlotte, NC. Located in a former Associate Reformed Presbyterian Church in Uptown Charlotte, McColl Center has nine individual artist studios, more than 5,000 square feet of exhibition space, and multiple shared studios such as for sculpture, photography, and printmaking. McColl Center invites visitors and members to meet artists-in-residence working in their studios and to learn more about contemporary art through exhibitions and public programs.

**Position Summary:**

The Development Coordinator is a key member of the administrative team working to ensure McColl Center’s financial long-term sustainability and growth. This full-time position reports to and assists the Vice President of Development with ongoing tasks that enhance McColl Center’s ability to identify and cultivate potential supporters and secure and report on contributions and grants.

In addition, the Development Coordinator is responsible for McColl Center’s membership program. Through personal outreach to current and prospective members, the Coordinator will acquire, renew, and upgrade members; facilitate positive member experiences; grow member engagement with McColl Center through member stewardship and programming; and handle all membership and donor-related record keeping.

This position requires someone who is a team player, has strong communication, organization, and time management skills, and practices keen attention to detail and problem solving.

**Essential duties and responsibilities:**

* A solid understanding of the Altru database program.
* Uses Altru, ResearchPoint, and WealthPoint to generate queries, reports, and lists in support of development activities, including managing membership renewals, attendance and participation data, and weekly and monthly reports to track and analyze fundraising results
* Serves as a liaison with Finance to ensure reconciliation of monthly and annual fundraising revenue
* Maintains the integrity of Altru through user training and support; data maintenance; accurate, consistent, and routine data audits; and development of and adherence to policies and procedures
* Coordinates activities to acquire, renew, and upgrade members, including customer service, communication, and appeals, and supports McColl Center’s efforts to cultivate members through delivery of desirable benefits
* Manages part-time Visitor Services personnel who are responsible for greeting visitors during business hours and events; trains Visitor Services staff in customer service, donation collection, and strong data capture at the front desk; leads occasional visitor tours of McColl Center
* Interacts with members and potential members through telephone calls, correspondence, and in person; assists in event planning and execution and serves as a liaison to McColl Center’s volunteers
* Enters all gifts and pledges into Altru with a high level of accuracy and in a timely manner; prepares pledge reminders and personalized donor acknowledgments to ensure donors are acknowledged within two business days of a gift
* Executes McColl Center’s stewardship plans, ensuring all donors receive appropriate actions based on giving history and other factors
* Supports and represents McColl Center as needed at special events both onsite and in the community
* Responsible for general administrative tasks and helping as needed in attending to front desk during business hours, answering phones, and assisting team members
* Assume other responsibilities as needed for successful achievement of development and organizational goals

**Job Qualifications:**

* Ability to organize own work, coordinate projects with others, manage multiple projects simultaneously, and establish procedures for information management and research
* Problem-solving skills to troubleshoot issues and arrive at solutions with minimal supervision
* Strong interpersonal skills and ability to work effectively and professionally with members, donors, visitors, volunteers, colleagues, partners, and vendors
* Strong writing and public speaking skills, including the ability to be persuasive in both written and oral communication
* Demonstrated analytical skills to effectively assess processes and make recommendations for improvements over time; practices high attention to detail
* Understanding of fundraising principles and practices; demonstrated knowledge of and experience using fundraising and/or CRM databases; experience with Blackbaud’s Altru, ResearchPoint, Guidestar /other foundation search engines strongly preferred
* Ability to manage data and extrapolate information for reporting purposes
* Expert knowledge of Microsoft Word, Excel, and Outlook
* Ability to maintain confidentiality in a donor environment
* Flexible and willing to perform other tasks as assigned; ability to work occasional overtime for special events, special projects and/or meetings
* Bachelor's degree or equivalent experience plus 2-3 years experience in Development

Comprehensive benefits including health, dental and life insurance and paid time off.

**To apply:**
Applicants should submit a cover letter of interest and resume to Heather Escoe at HEscoe@childrenfamily.org. Include title of position (Development Coordinator) and your name in the subject line.