



Friends of the North Carolina Museum of Natural Sciences

Position Title:	Development Coordinator
Reports To:	Senior Development Officer
Location:	Raleigh, NC / Wake County; option for hybrid work
Job Classification:	Full-Time, overtime eligible
Hiring Range:	\$40,000-\$45,000
Work Schedule:	Monday – Friday, 40 hours per week <i>Occasional evenings and weekends</i>

About Friends of the North Carolina Museum of Natural Sciences:

The Friends of the NC Museum of Natural Sciences (“Friends”) is a nonprofit organization whose mission is to support the NC Museum of Natural Sciences (“Museum”), the most visited Museum in the state. All Friends activities serve the broader goal of helping the Museum illuminate the natural world and inspire its conservation.

As admission to the Museum and its satellite locations is free, the Museum relies on Friends to generate earned revenue (from the Museum Stores, Café, WRAL 3D Movie Theater, special events, and exhibitions), as well as contributed income (through Museum Membership and philanthropic support) to make possible the activities that bring the Museum to life.

Position Summary:

The Development Coordinator is an integral part of the Friends Development Team. This position is responsible for gift processing and membership fulfillment, database integrity, as well as assisting with prospect research and special events, helping to ensure a seamless and donor-centered Museum experience.

Duties/Responsibilities:

Gift Processing & Database Management

- Accurately process all gifts/memberships, pledges, and payments in the development database (Altru).
- Generate and track donor acknowledgments and tax receipts.
- Reconcile and fulfill membership sales.
- Maintain data integrity by regularly updating donor records and ensuring consistent data entry standards.
- Run standard reports and assist in generating donor lists and giving summaries as needed.

Prospect Research & Donor Stewardship

- Conduct basic research on prospective individual, corporate, and foundation donors using public sources and research tools.
- Compile donor bios, giving histories, and philanthropic interests to support cultivation strategies.
- Assist in preparing briefing materials for donor meetings and events.
- Support stewardship efforts including thank-you calls, mailings, and donor recognition tracking.

Special Event Coordination

- Assist in planning and executing donor events, cultivation gatherings, and fundraising campaigns.
- Coordinate logistics such as venue bookings, RSVPs, catering, and promotional materials.
- Help manage event timelines, guest lists, and on-site support.
- Collaborate with communications and marketing to promote events and prepare related collateral.

What We're Looking For:

- A team collaborator with excitement for science and conservation, engaging with donors and museum clientele, and the opportunity to learn and grow in a mission-driven organization.
- Excellent verbal and written communication skills.
- Excellent interpersonal and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Strong Microsoft Office skills – Word, Excel and PowerPoint.
- Familiarity with donor databases and/or CRM systems is a plus.
- Ability to handle confidential information with discretion.
- Bachelor's degree or equivalent work experience in nonprofit administration, communications, or related field.
- A minimum of 2 years of relevant internship, volunteer, or paid experience preferred (development, events, admin, etc.).

Physical Requirements:

- Ability to sit, stand, and walk for extended periods
- Ability to lift and carry up to 35 pounds regularly
- Dexterity to operate a computer and other office equipment

How to Apply: Interested candidates should submit a resume and cover letter to friends.hr@naturalsciences.org with the subject line “Development Coordinator.” Applications will be reviewed on a rolling basis until the position is filled.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required for the position. All employees may have other duties assigned at any time.

Friends of the NC Museum of Natural Sciences is an equal opportunity employer. We value a diverse workforce and encourage applications from all qualified candidates without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age or any other characteristic protected by law. We are committed to building an inclusive environment where every individual is seen, valued, and empowered to thrive.