



SPRINGFIELD MUSEUMS™

ART • HISTORY • SCIENCE • SEUSS IN SPRINGFIELD

DEVELOPMENT COORDINATOR

Part Time, Non-Exempt; Reports to Vice President of Advancement

The Development Coordinator plays a central role in advancing the Springfield Museums' fundraising and membership goals by ensuring the maximization and integrity of constituent data. This position oversees Altru, the donor database; innovates ways data can inform strategy and deepen relationships with donors, members, and visitors; supports gift processing and donor stewardship; and is a thought-partner and provides administrative support for the Development team and the Advancement office.

The ideal candidate is a detail-oriented, system-thinking, lifelong learner who is passionate about the mission of the Springfield Museums.

Responsibilities include, but are not limited to, the following:

Gift Processing and Donor Stewardship

- Process and reconcile all gifts accurately and in a timely manner using Altru
- Maintain complete and accurate donor and gift records
- Generate and manage donor acknowledgements and tax receipts, ensuring timely, personalized stewardship
- Partner with Development staff to support pledge tracking and fulfillment

Database Management

- Lead ongoing hygiene efforts, including de-duplication and updating mailing addresses
- Troubleshoot data issues and field systems questions posed by colleagues
- Act as point-person in communications with Blackbaud (Altru's parent company)

Reporting and Analytics

- Build queries, reports, and dashboards to support fundraising, membership, and future campaign tracking
- Support Moves Management by tracking donor engagement, crafting donor profiles, qualifying donors, and monitoring donor pipeline activity
- Analyze trends in giving, membership, and donor behavior to inform strategy
- Partner with Development team to prepare reports for board and leadership review
- Lead wealth screening initiatives as needed

Systems and Process Opportunities

- Identify opportunities to improve workflows, systems use, and data integration
- Support implementation of new tools, features, or system upgrades within Altru
- Document processes and cross-train relevant staff to provide continuity

Qualifications include but are not limited to:

- Associate's or Bachelor's degree or equivalent experience
- Demonstrated proficiency in constituent database software
- Knowledge of accounting principles related to donations
- High proficiency in Microsoft 365 (especially Excel)
- Extraordinary attention to detail and strong organizational skills
- Ability to manage multiple priorities and meet deadlines
- Strong interpersonal skills and ability to work independently and collaboratively

- Interest in learning all about art, science, history, literacy, and Dr. Seuss
- Able to lift up to 30 pounds.
- Available to work some evenings and weekends if necessary.

And any administrative opportunities in support of the advancement effort, such as staffing events and collaborating on new initiatives.

Please submit cover letter and resume to Mattie Pavao, Human Resources Manager at mpavao@springfieldmuseums.org by Monday, May 25, 2026.

The Springfield Museums is an Equal Opportunity Employer, committed to being a diverse and inclusive workplace, dedicated to fair and inclusive employment practices for all individuals. If you feel you have the skills necessary for this job, but do not have the specified qualifications, please apply and tell us more.