

THE JOSLYN

DEVELOPMENT

Job Title

Donor Engagement & Special Events Coordinator

Employment Status

Full-Time | Exempt

Department

Development

Location

On-Site | In-Person

Reporting Responsibility

Director of Development

Position Summary

The Donor Engagement & Special Events Coordinator plays a vital role as a member of the Museum's development team, contributing to the planning and execution of fundraising and engagement events that support the Museum's mission. This position manages the logistics and coordination of key events, fosters donor relationships, and supports the Museum's overall development efforts.

Major Duties

The following responsibilities are listed in no particular order, as each one plays a vital role in the success of the Museum. All tasks are essential to our daily operations.

Event Planning and Management:

- Plan and oversee all aspects of donor events including but not limited to the annual gala, Wishbone fundraiser, board events, and other Museum-hosted donor events
- Manage the annual Gala, including chair and committee coordination, donor sponsorships, event logistics, volunteers, and vendor management
- Assist with the planning of other museum fundraisers, including coordinating, and managing volunteers/staff and vendors
- Work with the Director of Development on major donor dinners, overseeing all logistics
- Coordinate board events and logistics with the Director of Development and Executive Director
- Collaborate with the Director of Development, Annual Giving & Donor Manager, and Membership & Development Coordinator on annual giving and membership events
- Support the Executive Assistant to the Executive Director with coordinating museum travel programs and donor trips

Budget and Financial Oversight:

- Develop and manage annual gala budget and all other donor event budgets

Donor Engagement and Stewardship:

- Assist Director of Development in managing the donor stewardship program, including gift acknowledgments, post-event communications, year-end messages, and other stewardship initiatives
- Collaborate with the Development & Membership Coordinator to plan event logistics and track reservations
- Cultivate, solicit, and steward Patron Members and prospects

Data Management and Reporting:

- Work with the Development & Membership Coordinator to generate event attendance reports and queries from the Altru database

- Maintain accurate records of events, donor interactions, and donor prospects in Altru database

General and Miscellaneous Duties

- Maintain strict confidentiality regarding development office information, demonstrating high integrity, courtesy, and discretion
- Ensure all visitors to the Museum have a positive experience, demonstrating knowledge of Museum activities, services, and layout
- Perform additional duties as assigned to support the Development Office and Museum goals
- Adhere to policies and procedures outlined in the Employee Handbook

Physical Qualifications

Mobility & Movement:

- Move freely throughout the Museum, including galleries, offices, and event spaces
- Stand or walk for extended periods during events, member programming, and tours
- Travel between museum locations or external venues for meetings, events, and donor cultivation activities
- Occasionally bend, kneel, and reach to access files, event supplies, or set up event materials
- Experience occasional exposure to outdoor conditions during museum or community events
- Handle multiple tasks and prioritize responsibilities, especially during high-pressure events or fundraising periods

Lifting & Carrying:

- Ability to lift and carry items weighing up to 25 pounds (e.g., event supplies, membership materials, boxes of collateral)
- Occasional lifting and arranging of tables, chairs, and promotional displays during events
- Work independently and as part of a team, managing both routine tasks and special events with focus and attention to detail

Manual Dexterity:

- Proficiency in using computers, keyboards, and other office equipment
- Ability to handle printed materials, mailings, and event supplies with precision

Verbal & Written Communication:

- Clear verbal communication skills for in-person and phone interactions with members, donors, and colleagues
- Strong written communication skills for preparing emails, membership materials, and event correspondence
- Adapt to a dynamic work environment with multiple priorities and deadlines
- Provide guidance and clear communication to the Development & Membership Coordinator, ensuring alignment with departmental goals and fostering a collaborative work environment
- Occasional exposure to time-sensitive pressures and deadlines during peak event or fundraising seasons

Vision & Hearing:

- Ability to read printed and digital materials, including small text on membership cards, reports, and event signage
- Effectively listen and engage with various stakeholders, including donors, team members, and volunteers

Minimum Qualifications

- 4 year college degree in nonprofit management, marketing and communications, business, sales, or a related field, or an equivalent combination of education and relevant experience
- Highly motivated, creative thinker with the ability to work independently and collaboratively within a team-oriented setting
- Proven experience in planning and executing events, preferably in a nonprofit or donor-centered environment
- Experience using donor management software is required, with strong preference for Altru expertise
- Exceptional oral and written communication skills, with the ability to effectively engage diverse stakeholders
- Strong organizational skills and meticulous attention to detail to ensure the success of complex projects
- Flexibility to manage and balance competing priorities in a dynamic work environment

Compensation

Salary: \$50,000-\$55,000

Reasonable accommodations will be provided to qualified individuals in accordance with the applicable federal, state, and local law. If reasonable accommodation is needed to participate in the hiring process, to perform the essential functions of the job, and/or to receive other benefits and privileges of employment, please contact careers@joslyn.org.

To Apply

Please submit your cover letter and resume via email to careers@joslyn.org, and include the job role in the subject line. Joslyn Art Museum is committed to fostering a welcoming and unbiased hiring process that offers opportunities for all candidates. Qualified candidates of all backgrounds are encouraged to apply for this position. Joslyn offers competitive compensation and a generous benefits package to eligible employees.

Our Mission

The Joslyn brings people together to explore art across time and cultures.

The Joslyn Art Museum was a gift to the people of Omaha from Sarah Joslyn in memory of her husband, George. From its first day, November 29, 1931, to today, the Museum has welcomed millions of visitors from around the world. The Joslyn's collection of over 12,000 objects represents 5,000 years of human creativity and the world's diverse cultures. The campus comprises three stunning buildings—distinct yet connected—surrounded by sculpture gardens. Learning and engagement opportunities abound, and general admission is free to all, always.