



Development Coordinator

Who We Are:

Discovery Center & Pier's mission is to inspire, educate, and connect people of all ages, abilities and needs to the Great Lakes. We accomplish our mission by providing facilities to select water-related non-profit organizations for their programming and we provide Great Lakes-based educational and recreational programming of our own.

It's an exciting and transformative time for the organization! Located on West Grand Traverse Bay, we are in the final stages of redeveloping Traverse City's old coal dock, renamed Discovery Pier, into a barrier-free public park and base for Great Lakes recreation, education and research. Discovery Center & Pier also owns a 16-acre 'campus' on the west side of M22 across from the Pier. We are partnering with Northwestern Michigan College, Michigan Technological University, 20Fathoms, and Traverse Connect to build a new Freshwater Center for education, research, and innovation on our campus with a groundbreaking scheduled for November 2025!

Position Summary:

This position will provide key leadership to Discovery Center & Pier through the administration and coordination of the organization's fund development program and, to a lesser extent, its public programming. Discovery Center & Pier is experiencing tremendous growth and, therefore, the volume and variety of work will be challenging and must be met with enthusiasm, professionalism, and flexibility. The ideal candidate will be self-motivated and possess the ability to anticipate upcoming needs and seek out ways to assist and lead. The Coordinator will have good judgment in setting priorities to effectively manage between a broad range of duties.

Fundraising (~85%) *

- Grants
 - Research, identify and assist the CEO in the cultivation, solicitation, and stewardship of foundations and state & federal grant funding opportunities for capital projects and organizational programs
 - Write and edit grant proposals, letters of inquiry, and grant reports
 - Maintain internal grants calendar and monitor team progress against deadlines
 - Correspond with accountant/office manager to ensure timely and accurate financial documentation
- Donor Relations
 - Actively manage a small, but growing donor portfolio through donor cultivation, solicitation, and stewardship
 - Create presentations and attend donor meetings when necessary
 - Track and Maintain pledge agreements and donation reminders for corporate, foundation, and individual donors
 - Coordinate donor cultivation and stewardship activities and events
- Annual Giving
 - Manage solicitation mailings including creating mailing segments, executing mail merges, and working with a vendor to complete the mailing
 - Draft and edit solicitation letters

- Gift Entry and CRM Management
 - Process, enter, and acknowledge donations in a timely manner
 - Maintain donor data integrity by keeping records in our CRM/donor management system accurate and updated
- Coordinate Board Fund Development Committee meetings

Program Coordination (~13%) *

- Coordinate our existing recreational and educational programs including the *All Aboard!*, Discover Fishing at the Pier, and Discovering Careers in Marine Technology programs
- Work with existing community partners to plan, schedule, and execute programs
- Participate in Board Program Committee meetings

Other (2%)*

- Assist with maintenance/management of website and social media
- Assist with assigned Development-related support work from the CEO

*These percentages of time allocations are estimates and are expected to evolve over time. It is expected that the Program Coordination responsibilities/role will become a separate position in 3-4 years, once the new Freshwater Center is complete.

Qualifications

Required

- Bachelor's degree required and a minimum of 2 to 5 years in a fundraising and/or non-profit programming or similar experience
- Very strong writing skills with the ability to write creatively, clearly and persuasively
- Strong communication and interpersonal skills to interact with donors, vendors, partners, board members and coworkers in a positive and professional manner
- Superior administrative and organizational skills, high degree of accuracy, attention to detail and thoroughness
- Analytical ability to gather and summarize data, prepare reports and find solutions to various administrative problems
- Excellent data entry and database management skills
- Ability to work both independently as well as in a team environment
- High degree of confidentiality, discretion, and judgment
- Highly skilled with MS Office Suite software
- Integrity, honesty, and ethical decision making
- Enjoy assisting people
- Valid driver's license and a good driving record

Preferred

- Fundraising for non-profit sector, including building and developing relationships with corporations and foundations, and cultivating individual donors
- Using fundraising channels with particular focus on major donors and campaigns
- Working knowledge of donor database software or other customer-service based software

This is an at-will, salaried position with benefits and reports to the CEO.

Working Conditions

This position will be based at the Discovery Center & Pier's office in Traverse City, MI, and will require

occasional evenings and weekends for programs and events.

Compensation

This is a non-exempt full-time position with a competitive salary (\$50,000 - \$65,000) commensurate with background and experience. Discovery Center & Pier offers a suite of benefits including 403(b) match, health insurance, and flexible work schedule.

Please email resume and cover letter to matt@discoverygreatlakes.org by 5:00 p.m. January 31, 2024.

Discovery Center & Pier is an equal opportunity employer and will not discriminate in employment, promotions, or compensation on the basis of race, gender, gender expression, color, religion, national origin or ancestry, age, marital status, sexual orientation, disability, or veteran status.