

GAI Development Coordinator

Germanic-American Institute
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St. Paul, MN 551002
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651.222.7027



Position Title: Development Coordinator

Reports to: Director of Development & Communications

Position Classification: Hybrid, full-time; hourly non-exempt, with an average of 32 hours per week.

Hours: The position requires a minimum of 3 office days on-site, with a Wednesday requirement for staff meetings. Administrative office hours can be flexible; the majority are to be worked during the core business hours of 9:00am-3:00pm.

Compensation: Starting wage is \$18-\$24/hour, depending on experience and qualifications.

Benefits: company health insurance, dental insurance, PTO (paid time-off), sick leave, 13 paid holidays, annual retirement plan contribution, Employee Assistance Plan. The GAI is closed the week of December 24-January 1.

Position Overview

The Development Coordinator works with the Director of Communications & Development and the Communications Manager to implement the strategy to strengthen the GAI's fundraising and increase the visibility of the organization's work and mission. The Development Coordinator maintains the GAI's CRM, is a primary contact for members and donors, and is instrumental in developing relationships with new and existing business and organizational stakeholders.

Duties and Responsibilities

Administrative Duties

- Process incoming donations and related correspondence into the CRM in a timely and efficient manner
- Manage GAI memberships, including payment processing, issuing renewal letters, database updates, issuing receipts, etc.
- Ensure integrity of the database records
- Create complex database reports and targeted mailing lists
- Maintain tracking system for pledges, planned giving, and other fundraising initiatives

Donor and Sponsor Relations

- Correspond with GAI members and donors in a friendly and timely manner to answer questions, solicit feedback, and maintain good relationships; follow-up with new and established donors via phone and email and at in-person events
- Help plan and execute fundraising and donor appreciation events
- Cultivate sponsor relationships; work with events team to secure new corporate sponsors and retain or upgrade current sponsors

Required Qualifications

- Very strong clerical and administrative support skills
- Proficiency in data entry and reporting; familiarity with donor-based CRMs
- Excellent written and verbal communications skills; ability to engage warmly and professionally with a diverse range of people
- Ability to manage a variety of concurrent projects independently while working collaboratively; Must be highly organized and detail-oriented

Preferred Qualifications

- Basic German language and cultural competency
- Database management experience
- Experience in event planning and execution
- Grant writing and prospecting skills

Work Environment & Culture

The Germanic-American Institute is in an exciting phase of visioning and growth. The annual operating budget has increased three-fold in the past 10 years and is currently \$1.7 million. The GAI Board of Directors and Staff have set a vision for becoming the premier center for German language and cultural education in the United States. Candidates with a strong background or interest in German culture will find the position especially rewarding.

The Development Coordinator position allows for generous creativity, professional development, and the strong sense of contributing to the growth and advancement of a leading cultural institute. We have a small, hard-working and passionate team who enjoys good food, good coffee, and achieving great results. At the GAI, we believe in and follow the following principles:

- Work-life balance, which includes flexible schedule options, healthy time-off and vacation options
- Stellar service to all organizational stakeholders
- Developing a sense of community among all who engage at the GAI
- Working with staff to capitalize on their strengths and interests and giving them the latitude to be creative in achieving results-oriented success. GAI includes professional development for all staff in its annual budget.

EQUAL OPPORTUNITY EMPLOYMENT

The GAI is committed to acknowledging, addressing, and dismantling practices which impede progress. We are actively seeking a diverse pool of candidates, and we welcome all applicants regardless of race, color, religion, national origin, sex, age, disability, sexual orientation or ancestry. The Germanic-American Institute is an equal opportunity employer, committed to fostering an inclusive environment. EEO/W/M/Veteran Disability

HOW TO APPLY

To express your interest about this opportunity, please email a cover letter and resume GAI's Director of Development, Angela Skrowaczewski at development@gaimn.org. Please note "Development Coordinator" in the subject line.

Application deadline is November 10th. Interviews with highly qualified candidates may begin prior to the deadline, so interested candidates should apply early.