



## **DEVELOPMENT COORDINATOR JOB DESCRIPTION (20 HOURS/WEEK)**

### **Wood County Historical Society**

#### Purpose of Classification:

The Wood County Historical Society seeks a professional part-time Development Coordinator who enjoys interesting and challenging work that will help preserve the history of Wood County for generations to come.

The Development Coordinator will create and implement strategies and fundraising initiatives to ensure financial sustainability and organizational growth within the Wood County Historical Society. The Coordinator is responsible for identification, cultivation, solicitation, and stewardship of prospective and secured donors on both individual and corporate levels, including outreach and building legacy support.

The Wood County Historical Center & Museum annually serves over 9,000 visitors, students, and adult learners through tours, events, and educational outreach. Society funds play a significant role in protecting these resources for future generations.

The Society is a not-for-profit 501(c)(3) community organization, dedicated to making connections between the past, present, and future by capturing stories and cultivating memories connected to Wood County and Ohio. The Society works in conjunction with the Wood County Board of Commissioners to maintain and promote the Wood County Historical Center & Museum (the former Wood County Infirmary) as an educational tourist attraction and community resource. The Society is not a county agency and this position will not receive any compensation or benefits from Wood County. The Society is governed by a Board of Directors, but also operates in a congruous environment with the staff of the Historical Center & Museum.

This position reports to the Wood County Historical Society President on behalf of the Board of Directors, with guidance from the Director of the Wood County Museum. Average workweek commitment is 20 hours. Daily and weekly hours may vary depending on deadlines, time-sensitive tasks, and other museum needs, which may include some weekends and evenings. Salary is \$13,000 to \$15,000 depending on experience.

#### Essential Functions:

- Create and implement an annual comprehensive Development Plan to be reviewed and approved by the Museum Director and Society Board.
- Identify new gift prospects at the individual and corporate levels, cultivate relationships, and secure sponsorships and donors; match potential donors' interests with Society funding opportunities.
- Create and actively manage prospect and donor portfolios. Must be comfortable using database and spreadsheet software.
- Foster a culture of philanthropy throughout the organization by developing new strategies for sponsorships.
- Display integrity and discretion in regards to the organization, its mission, members, and donors.
- Actively work with the Board of Director's Development Sub-committee.



- Attend Museum staff meetings and other relevant committee meetings as needed to provide a fundraising perspective.
- Possess proven ability to present complex information in a clear and compelling manner in both written and verbal form.
- Work with the Society Treasurer, Bookkeeper, and Museum Director to ensure that gift figures and reports are accurate, on deadline, and reconciled.
- Carry out museum operations as needed.

Qualifications:

- Candidates should have at least one year of successful development and fundraising experience. A Bachelor's or Associate's degree preferred. Experience with non-profit organizations a plus.
- Demonstrated success of fundraising best practices to build relationships with individual and corporate prospects.
- Excellent verbal and written communication skills.
- Proficiency with Microsoft Office products including Word, Excel, and PowerPoint; donor database software such as Past Perfect, Microsoft Access, or equivalent, or the ability to demonstrate transferable technology skills from similar products, a plus.
- Self-motivated and self-directed, but with a collaborative style that fosters teamwork and cooperation with the museum staff and Society.
- Excellent organizational, analytical, and problem solving skills.
- Some experience with event planning desirable.
- Reliable transportation and ability to travel within Wood County.
- Ability to work a flexible schedule, including some weekends and evenings.

Applications should include a one-page letter of intent and interest, a current resume, and three reference contacts.

This position will remain open until filled.

Paper and electronic PDF submissions accepted.

**Send to:**

Wood County Museum  
ATTN: WCHS Development Search Committee  
13660 County Home Rd.  
Bowling Green, OH 43402

E-mailed PDF submissions should be sent to [museum@woodcountyhistory.org](mailto:museum@woodcountyhistory.org) with "Development Search Committee" in the subject line.