



Title: Development Coordinator

Position Type: Full-Time

Reports To: General Manager

Location: On-Site at The Sailing Museum & National Sailing Hall of Fame

Starting Salary: \$46,000 – \$50,000

Hours: Museum business hours are 9:30am – 5:30pm, Monday through Friday.

Availability: Immediate

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Located in the heart of Newport, RI, The Sailing Museum & National Sailing Hall of Fame celebrates the rich history and vibrant culture of sailing. Our mission is to preserve and share the legacy of the sport while inspiring future generations. Through the museum's interactive exhibits, events and educational programs, we connect visitors with the stories of sailing legends and the importance of maritime heritage. For more than a decade, the National Sailing Hall of Fame has honored those who have made a significant impact on the sport of sailing. Inductees include pioneering sailors, influential designers and dedicated contributors who have left an indelible mark on sailing's history.

### **Organization Overview**

Established in 2004, the National Sailing Hall of Fame (NSHOF) was born from a desire to preserve the sport's heritage and honor those who have shaped sailing as we know it today. In 2019, the historic Armory Building in Newport, RI was acquired to create a sailing museum and hall of fame accessible to people of all ages, backgrounds, and abilities, where they could learn about sailing and inspirational life skills. The Sailing Museum & National Sailing Hall of Fame opened to the public in May 2022 and continues the annual induction of a new class each year.

### **Position Overview**

The Development Coordinator is an entry-level fundraising position responsible for supporting and strengthening the museum's development operations. This role blends CRM management, donor pipeline tracking, corporate partnership support, membership administration, and hands-on execution of donor stewardship and fulfillment events.

This position is ideal for someone early in their sales development or fundraising career (0–3 years of experience) who is detail-oriented, data-driven, and eager to build long-term expertise in nonprofit development.

### **Key Responsibilities**

#### **CRM & Donor Data Management**

- Maintain and manage the museum's CRM database (Salesforce), ensuring accuracy of donor records, gift entry, pledges, and acknowledgments
- Generate reports for donor pipeline analysis and campaign tracking
- Track donor engagement metrics and assist in upgrade and renewal opportunities
- Support strategies for appeals, membership, and sponsorship outreach

### **Donor Pipeline & Fundraising Support**

- Assist in managing the donor pipeline, including prospect tracking
- Prepare briefing materials and donor profiles for leadership meetings
- Track grant deadlines and support proposal submissions as needed
- Monitor gift processing and ensure timely acknowledgment and stewardship

### **Corporate Partnerships**

- Support cultivation and stewardship of local and regional corporate partners
- Assist in developing sponsorship materials and fulfillment packages
- Track sponsorship benefits and ensure timely delivery (logo placement, recognition, event access, etc.)
- Coordinate sponsor communications and reporting

### **Membership Program Administration**

- Manage membership database records and renewal schedules
- Execute renewal campaigns (email, mail, phone follow-ups as needed)
- Track membership revenue and engagement trends
- Assist in developing strategies to grow and retain membership

### **Donor Fulfillment & Events**

- Support planning and execution of donor cultivation and recognition events
- Coordinate invitations, RSVP tracking, nametags, and materials
- Ensure fulfillment of donor benefits (tickets, recognition, exclusive access)
- Serve as on-site support during events, including guest check-in and hospitality
- Occasional weekends and after hours may be required

### **Other duties as assigned**

### **Qualifications**

- Bachelor's degree or equivalent combination of education and experience required
- Strong organizational skills and attention to detail
- Comfort with data analysis and reporting
- Excellent written and verbal communication skills
- Ability to manage multiple deadlines in a small team environment
- Professional demeanor and comfort interacting with donors and corporate partners
- Experience in nonprofit development, fundraising, membership is a plus
- Prior experience working with Salesforce is a plus
- Ability to work weekends and after hours as needed

### **Key Competencies**

- Analytical mindset with strong data integrity habits
- Initiative and ownership in a small, entrepreneurial environment
- Relationship-focused and service-oriented
- Adaptable and willing to support both strategic and administrative tasks
- Discretion in handling confidential donor information



Physical demands typically associated with the position include but are not limited to light work, lifting, reaching, organizing, and moving inventory. The Sailing Museum provides a welcoming and inclusive environment for visitors, volunteers and staff, and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment.

### **How to Apply**

Visit <https://thesailingmuseum.org/about/careers/> to apply online via our submission form. No submissions outside of this process will be considered. Thank you for your understanding. Background check will be required along with references.

***Research shows that women and people from underrepresented groups often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that someone meets 100% of the qualifications for a role. If much of this job description describes you, then please apply for this position!***