

## **THE HYDE COLLECTION**

### **Development Coordinator**

**Position:** Full-Time, Non-Exempt

**Compensation:** \$52,000 - \$62,400 per year

**Location:** Glens Falls, New York

**Department:** Development

**Reports to:** Chief Advancement Officer & Deputy Director

### **About The Hyde Collection**

The Hyde Collection is a distinguished art museum and historic house located in Glens Falls, New York. With a permanent collection of nearly 4,000 works spanning centuries, The Hyde offers visitors an extraordinary opportunity to experience European and American art, Modern and Contemporary works, changing exhibitions, and engaging educational and cultural programming.

Through exhibitions, education, community partnerships, and philanthropic support, The Hyde advances its mission of enriching lives through art.

### **Position Summary**

The Hyde Collection seeks a highly organized, detail-oriented, and collaborative Development Coordinator to support the Museum's fundraising operations, donor engagement, membership activities, and special events.

The Development Coordinator reports to the Chief Advancement Officer & Deputy Director and works closely with the Director of Development to support fundraising campaigns, membership initiatives, donor stewardship, and special events, helping to ensure the smooth execution of the department's day-to-day activities.

The Development Coordinator serves as the primary administrator of the Museum's Raiser's Edge NXT donor database and provides essential operational and administrative support for the Development Department.

This position combines database management, gift processing, reporting, donor communications, campaign administration, and event coordination. The successful candidate will help ensure accurate donor records, efficient fundraising operations, and a positive experience for members, donors, and community partners.

The position also collaborates with colleagues across Marketing, Programming, Curatorial, and Visitor Experience, as needed, to support event execution, enhance the member and donor experience, and coordinate related promotional activities.

## **Essential Duties and Responsibilities**

### **Donor Database Management & Development Operations (Approximately 65%)**

Serve as the primary administrator of the Museum's Raiser's Edge NXT donor database, maintaining accurate and comprehensive donor, member, prospect, gift, pledge, and engagement records.

Process charitable contributions, membership payments, pledges, and other philanthropic transactions accurately and promptly.

Prepare and distribute donor acknowledgment letters, tax receipts, pledge reminders, and related correspondence.

Maintain accurate gift coding, campaign designations, constituent records, and fundraising classifications.

Coordinate regular gift reporting and financial reconciliation with the Finance Department.

Generate fundraising reports, campaign updates, membership reports, and other data summaries for Development staff and organizational leadership.

Prepare and maintain mailing lists, donor segmentation, mail merges, and data exports for appeals, membership campaigns, invitations, and other communications.

Perform routine database audits, duplicate record reviews, and data quality checks.

Maintain consistent data entry procedures and recommend improvements to database workflows and reporting systems.

Coordinate data imports and exports from online giving platforms, event registration systems, and other applications.

Maintain confidentiality and appropriate security of donor and financial information.

Assist Development staff with donor research, prospect information, and tracking of donor engagement and stewardship activities.

### **Fundraising Campaigns, Membership & Special Events (Approximately 25%)**

Work collaboratively with the Director of Development, taking direction on the administrative and logistical implementation of fundraising campaigns, membership initiatives, donor stewardship activities, and special events.

Support the execution of annual fundraising campaigns, membership renewals, donor acquisition initiatives, and targeted solicitations.

Coordinate the production and distribution of fundraising appeals, membership communications, invitations, and stewardship materials in collaboration with Development and Marketing staff.

Provide administrative and logistical support to the Director of Development for the Museum's annual Gala, Summer Luncheon, Director's Circle events, and other donor cultivation and stewardship activities.

Coordinate event invitations, registration, RSVP tracking, guest lists, seating assignments, and related correspondence under the direction of the Director of Development.

Maintain accurate sponsorship, ticketing, auction, and event-related donor records, including tracking commitments, contributions, and outstanding payments.

Assist with preparation of event materials, including guest registration documents, name tags, seating charts, auction documentation, and donor recognition materials.

Support vendor coordination, volunteer communications, event setup, registration, and post-event administrative follow-up as directed by the Director of Development.

Process event-related gifts and pledges and coordinate timely acknowledgments and financial reporting.

Track membership renewals, expirations, and participation and assist with fulfillment of membership benefits and communications.

Respond professionally and promptly to routine donor and member inquiries, referring relationship management or solicitation matters to appropriate Development staff.

### **Administrative & Departmental Support (Approximately 10%)**

Provide administrative and organizational support to the Chief Advancement Officer & Deputy Director and Director of Development.

Assist with preparation of Development-related correspondence, meeting materials, reports, and presentations.

Maintain organized electronic and physical fundraising records and departmental files.

Coordinate departmental mailings, supplies, and other logistical needs.

Work collaboratively across departments, including Marketing, Programming, Curatorial, and Visitor Experience, as needed, to support event execution, member and donor experiences, and related promotional activities.

Participate in departmental planning and meetings and contribute to improvements in operational efficiency.

Perform other related duties consistent with the position's responsibilities as assigned by the Chief Advancement Officer & Deputy Director.

## **Qualifications**

### **Required**

Demonstrated experience with Raiser's Edge, Raiser's Edge NXT, or a similar customer relationship management (CRM) system.

Strong organizational skills and exceptional attention to detail, particularly when handling donor records and financial information.

Proficiency with Microsoft Office applications, particularly Excel, Word, and Outlook.

Experience preparing reports, managing data, coordinating mailings, or supporting administrative workflows.

Excellent written and verbal communication skills, with a professional and donor-centered approach.

Ability to manage multiple assignments, prioritize competing deadlines, and work both independently and collaboratively.

Strong judgment, discretion, and commitment to maintaining confidentiality.

Demonstrated problem-solving skills and willingness to improve established processes.

### **Preferred**

Experience with nonprofit fundraising databases, particularly Raiser's Edge or Raiser's Edge NXT.

Two or more years of experience in nonprofit development, donor database administration, fundraising operations, or related work.

Experience with gift processing, donor acknowledgments, membership programs, or fundraising event coordination.

Familiarity with online giving platforms, event registration systems, and email marketing tools.

Associate's or bachelor's degree in a related discipline, or an equivalent combination of education and professional experience.

Interest in the arts, museums, and the role of cultural organizations in their communities.

### **Compensation & Benefits**

The Hyde Collection offers an hourly compensation range commensurate with experience and qualifications.

As a full-time employee, the Development Coordinator is eligible for the following benefits, subject to applicable plan terms and Museum policies:

Access to employer-sponsored health insurance benefits.

Participation in the Museum's 403(b) retirement plan, with employer contributions beginning after two years of service.

Nine (9) paid holidays annually.

Opportunity to accrue up to twenty (20) days of paid time off (PTO), in accordance with Museum policy.

### **Work Environment & Schedule**

This is a full-time, hourly position based at The Hyde Collection in Glens Falls, New York. The position generally follows a standard weekday schedule, with occasional evening and weekend hours required to support fundraising events, member programs, and other Museum activities.

The position involves regular use of computers and standard office equipment, as well as occasional movement of event materials and participation in event setup and breakdown. Reasonable accommodations may be made to enable qualified individuals to perform the essential functions of the position.

### **Equal Employment Opportunity**

The Hyde Collection is committed to providing equal employment opportunities and fostering a welcoming and inclusive workplace. Employment decisions are made without regard to legally protected characteristics in accordance with applicable federal, state, and local laws.

### **How to Apply**

To apply, please send a resume and cover letter to [melissa.montgomery@hydecollection.org](mailto:melissa.montgomery@hydecollection.org)

