



GENESEE COUNTRY VILLAGE & MUSEUM

**Position Title:** Development Coordinator

**Reports to:** Director of Membership & Sponsorship

**Position Type:** Year-round, full time (2,080 hours), on-site

**WHO WE ARE:**

Genesee Country Village & Museum was founded in 1966 with the goal of preserving the architecture of the Genesee Valley region in a recreated historic village, providing context for the telling of New York State and 19th-century American history. The Museum now covers 600 acres and includes the Historic Village, the John L. Wehle Gallery, and the Genesee Country Nature Center, all of which provide interactive programs, fascinating exhibits, and special events to help visitors live and experience history.

**POSITION OVERVIEW:**

The Development Coordinator is responsible for gift input, database management, membership retention/recruitment assistance, and administrative fundraising support. Responsibilities include gift acknowledgements, reporting, donor recognition/stewardship, and special events. This position must work with outstanding accuracy, consistency, and put donors' interests first.

**SPECIFIC RESPONSIBILITIES:**

- Donor Database Management
  - Serve as main user of the donor database, ensuring accurate data entry, reporting, record maintenance, and gift processing
  - Generate timely and accurate donation acknowledgements, thank you letters, and tax receipts for individual and institutional donors and members
  - Generate donor and member reports, mailing lists, and giving summaries as needed
  - Reconcile monthly reports with Finance department for consistency
- Membership Program Support
  - Coordinate member recruitment, recognition, and engagement activities/events
  - Respond to member inquiries and needs through personal outreach
  - Collaborate with Admissions/Marketing on member communications

- Event Assistance
  - Process event registrations, sponsorships, and maintain guest lists
  - Prepare event materials
  - Track auction donations/purchases and send acknowledgments
  - Provide on-site support for development events

**DESIRED QUALIFICATIONS:**

- 2-3 years of data entry, customer service, and administrative experience
- Outstanding attention to detail, accuracy, and ability to manage multiple tasks simultaneously
- Proficiency with donor databases like DonorPerfect preferred
- Strong communication, organization, and relationship-building skills
- Ability to work independently and collaboratively as part of a team, maintaining strong relationships with a range of people including, but not limited to, board, donors, staff and volunteers
- Proficient with MS Office Suite (Word, Excel, PowerPoint)
- Willingness to work evenings/weekends for events as needed

**SALARY AND BENEFITS:**

Salary: The starting pay range for a candidate selected for this position is generally within the range of \$18 to \$20 per hour. Where a successful candidate's actual pay will fall within this range will be based on a variety of factors, including, for example, the candidate's qualifications, specific skills, and experience.

Benefits: We are proud to support the health and wellbeing of the people we employ. We offer a competitive, comprehensive benefits package that includes healthcare, eye and dental coverage, a 403(b) plan with an annual board approved employer match for qualified staff, accrued paid time off, life insurance, disability coverage, and an employee assistance program.

**How to Apply:** Interested applicants should visit [www.gcv.org/employment/](http://www.gcv.org/employment/) to apply. Please submit both a cover letter and a resume.

**Museum Overview:** Genesee Country Village & Museum, located in Mumford, NY 25 miles outside of Rochester, is the largest living history museum in New York State. Our 68-building Historic Village, John L. Wehle Gallery, and Genesee Country Nature Center host nearly 100,000 guests each year on site, off site around the community, and online across the world. Learn more on [our website](#).

**Equal Employment Opportunity Statement:** Genesee Country Village & Museum is committed to a policy of Equal Employment Opportunity with respect to all employees, applicants, and interns for employment. We recruit, hire, train, and promote without

discrimination due to race, color, sex, age, disability, religion, citizenship, national origin, military or veteran status, marital status, gender identity and expression, sexual orientation, and any other status protected by applicable federal, state, or local law.

**Diversity Statement:** Genesee Country Village & Museum is actively committed to broadening our understanding of DEAI (Diversity, Equity, Accessibility, and Inclusion), and making it part of everything that we do. Guided by our mission, values, and inclusive culture of curiosity, we strive to dismantle inequity and address erasure through ongoing dynamic interpretation, communications, research, and outreach. We celebrate the stories of our shared past; connect the rich diversity of the 19th century to the present; and collaborate with the communities we serve to create welcoming spaces for learning, work, exploration, and play.