



Administrative Coordinator for Advancement, Donor, and Campaign Relations

Please put "Administrative Coordinator for Advancement, Donor, and Campaign Relations" in the subject line if you are submitting your application by email.

Position type: Full-time

Basic work week: 37.5 hours per week

OVERVIEW

This position will provide administrative and project support to the Deputy Director for Institutional Advancement and the development program operations to help ensure the effective and efficient implementation of fundraising and donor and volunteer relations and maximize contributed revenue.

Primary Responsibilities:

The following responsibilities describe the general nature of work for employees in this position, but this is not intended as an exclusive or all-inclusive inventory.

- Provides administrative support to the Deputy Director for Institutional Advancement, including:
 - Calendar and scheduling management comprising internal and external meeting coordination.
 - Provide briefings and research on high-level current and prospective donors for Deputy Director for Institutional Advancement, President/CEO, and committee leadership prior to meetings.
 - Help manage donor follow-up, including developing relationships with high-level key donors serving as representative for Deputy Director for Institutional Advancement.
 - Makes travel arrangements for the Deputy Director for Institutional Advancement, coordinates and arranges necessary meeting logistics, restaurant reservations, etc.
- Serves as the administrative liaison to the Campaign Cabinet including:
 - Develop meeting agendas and prepare materials for presentations, handouts, and correspondence on behalf of the Deputy Director for Institutional Advancement, President/CEO, and cabinet leadership. Records, transcribes and circulate minutes.
 - Serve as key member of the campaign planning team, expanding capacity of campaign management through project management and implementation of campaign cultivation and stewardship programs.
- Serves as the administrative liaison to the Governance Committee including:
 - Assist in the preparation of materials for presentations, handouts, and correspondence on behalf of the Deputy Director for Institutional Advancement, President/CEO, and committee leadership. Records, transcribes and circulate minutes.

- Provide project management for Governance Committee including but not limited to Distinguished Service Award and nominee events.
- Provides support on project management including providing strategy and guidance on implementation for high-level donor cultivation events, donor events, meetings and campaign travel program.
 - Working in collaboration with President/CEO, Deputy Director for Institutional Advancement and relevant Senior Leadership members.
 - Assist in the development of campaign events related to donor cultivation and stewardship and campaign communication plan.
- Handles administrative duties for the department, including invoices, reimbursements, check requests, and purchase orders.
 - Processes Gift Officer expense receipts and reimbursements
 - Purchases and maintains office supplies and equipment
- Maintains files and other records and documents using the Raiser' Edge database.
- Represents Newfields to the public, employees, donors, funders, boards, volunteers, visitors and members.

Required Skills:

- Must be able to maintain absolute confidentiality.
- Excellent interpersonal skills incl. telephone etiquette skills.
- Must be polished and maintain a professional demeanor and work as part of a team.
- Extreme efficiency/organizational skills.
- Knowledge of office supplies and equipment.
- Ability to multitask and prioritize.

Education and/or Experience:

- College degree preferred.
- Minimum five years related work experience.
- Museum experience is preferred but not necessary.

A competitive salary is offered for all positions and a generous benefits package for full-time positions. To perform the job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To apply, please send your resume, cover letter and Newfields application to:

Mail: Newfields
 ATTN: Human Resources
 4000 Michigan Road
 Indianapolis, IN 46208

E-mail: hr@discovernewfields.org

Fax: 317-920-2655
 No phone calls, please.

About Newfields

Newfields offers dynamic experiences with art and nature for guests of all ages. The 152-acre cultural campus features art galleries, lush gardens, a historic home, performance spaces, a nature preserve and sculpture park. From inspiring exhibitions in the IMA Galleries, to concerts

in The Toby, to a stroll through The Garden with a glass of something cold, guests are invited to interact with art and nature in exciting new ways. Newfields is home to the Indianapolis Museum of Art, among the ten largest and ten oldest general art museums in the nation; the Lilly House, a National Historic Landmark; The Garden, featuring 40 acres of contemporary and historic gardens, a working greenhouse and an orchard; and The Virginia B. Fairbanks Art & Nature Park: 100 Acres, one of the largest art and nature parks in the country. The Newfields campus extends outside of Indianapolis with Miller House and Garden in Columbus, Ind.—one of the nation’s most highly regarded examples of mid-century Modernist architecture. For more information visit discovernewfields.org.

Diversity

Newfields recognizes that museum audiences and their interests are changing, and as Newfields transforms our audience experience, we are creating expanded, innovative opportunities to actively engage and entertain our guests. Celebrating the diversity of our donors, guests, volunteers and staff is a key part of this Newfields vision. Diversity is understanding, respecting, and valuing differences, including, but not limited to, race, color, national origin, religion, sex, sexual orientation, gender identity, protected veteran status, disability, or any other legally protected status.

Simply put, we believe our guests and donors are best served by a host team, comprised of both staff and volunteers, that reflects the diversity represented within our communities and that takes full advantage of the unique viewpoints, talents and experiences of each and every person who works here. We strive to attract and retain exceptional employees who feel comfortable in an inclusive culture that supports their ability to thrive and add their voice to the ongoing conversation.

Indianapolis

Indianapolis is a city with a MSA of 2,000,000 people. More than 60% of the population is under 44 years of age and the city’s racial demographic [breakdown](#) is approximately 79% White, 16% Black, 3% Asian, and 2% other, with 7% of the overall citizenry identifying as Hispanic. In [2016 Forbes](#) named Indianapolis one of the top 10 cities to live in for young professionals citing its high standard and low cost of living, while [Vogue](#) told its readers not to call Indianapolis a “Flyover City”, but to go see how vibrant it is for themselves. With a host of new bars and restaurants, nationally recognized symphony, theater, cabaret, sports teams, and the [Herron School](#) of Art + Design, Newfield’s hometown is a perfect place to build a career and enjoy life.