



FREDERIK MEIJER Gardens & Sculpture Park

JOB POSTING – PHILANTHROPY PROJECT COORDINATOR

Department: Philanthropy

Supervisor: Director of Philanthropy & Membership

Pay Type: Full-time, Hourly, Non-exempt

Date Posted: December 17, 2021

Position Summary: The Philanthropy Project Coordinator is responsible for grant writing and management, sponsorship proposal assistance, concert ticket preparation and distribution, department budget coordination, and general administrative duties.

Essential Functions:

- Write and submit an average of six grant applications per quarter to corporate and family foundations, corporations, and government agencies; provides interim and final reports as requested by grantor.
- Help prepare sponsorship and trade proposals/agreements unrelated to fundraising events or grants.
- Provide pre and post season administrative support for *Fifth Third Bank Summer Concerts at Meijer Gardens*.
- Post and document purchase orders, invoices, internal transfers, credit card charges, et al for the Philanthropy Department.
- During capital campaigns, help maintain systems and processes to honor and preserve current and legacy donor recognition.
- Serve as Gift Processing Specialist back-up during sick days or vacations.
- Assist Director of Philanthropy & Membership in completing tasks.

Organizational Expectations:

- Embrace and adhere to Meijer Gardens' mission, brand statement, operating model, policies, procedures, and guiding principles with a strong emphasis on professional behavior and treating others with dignity and respect.
- Embrace the fact we are a non-profit institution that serves the public and that you will work with a broad and diverse group of employees, volunteers, members, and guests.

Education and/or qualifications preferred:

Education: Bachelor's degree or any combination of equivalent education, training, and work experience

Experience: Experience with Raiser's Edge donor management software preferred, but not required

Skills/Knowledge/Licenses:

- Demonstrated ability to convey complex and complicated ideas in a clear, concise way
- Ability to analyze, evaluate, and grasp high level concepts
- Attention to detail and strong organizational skills
- Ability to meet deadlines while managing competing priorities
- Ability to work in a team environment yet be self-directed
- Proficiency in MS Windows, MS Office Applications (Word, Excel, and PowerPoint)
- Ability to work non-traditional hours from time to time

Working Conditions:

Regular office environment; occasional assignment to off-shift duties. Requires ability to operate computer and other office equipment, plus mobility in office, grounds, and exhibition areas. Ability to lift up to 10 pounds frequently and up to 25 pounds occasionally.

Apply online at <http://www.meijergardens.org/contact/careers/> or send your cover letter and resume to hr@meijergardens.org.

Frederik Meijer Gardens & Sculpture Park is an Equal Opportunity Employer.

As part of our onboarding process, all new hires are required to complete our background check and drug screen process, which tests for amphetamines, cocaine, opiates, and phencyclidine.

Frederik Meijer Gardens & Sculpture Park promotes the enjoyment, understanding, and appreciation of gardens, sculpture, the natural environment, and the arts.