



## **Database and Development Coordinator**

The Reginald F. Lewis Museum of Maryland African American History & Culture, located east of Baltimore's Inner Harbor, is seeking a contractual Database and Development Coordinator. The Database and Development Coordinator has primary responsibility for maintaining all donor, prospect, and member records, and constituent transactions via the Altru database; Coordinates and executes the activities associated with the membership and annual fund raising cycles, including but not limited to: mailings; reports; recording and processing transactions and acknowledgments; production of materials and communications (print and electronic), research, and preparation and maintenance of tracking documents.

### **Job Qualifications:**

- 2+ year's experience with ALTRU (pref.), Raiser's Edge, or other comparable nonprofit database.
- Bachelor's degree (pref.)
- Experience in development, membership, marketing and non-profit administration.
- Ability to develop productive relationships with members/donors/clients and internal staff.
- Excellent computer, planning and organizational, written and oral communication skills.

Send a resume; a narrative detailing how your experience relates to this position; and, three professional references to [lisa.nowell@lewismuseum.org](mailto:lisa.nowell@lewismuseum.org) or mail to: Lisa Nowell, Reginald F. Lewis Museum, 830 E. Pratt Street, Baltimore, MD 21202.

For a full job description go to <http://lewismuseum.org/about/careers/database-and-development-coordinator> .  
No phone calls please. EOE.