



60 West Walton Street Chicago, Illinois 60610-7324 (312) 943-9090

---

## JOB POSTING

**TITLE:** Development Coordinator  
**DEPARTMENT:** Development

**SUMMARY:** Reporting to the Director of Individual Giving, the Development Coordinator assists in all aspects of the Newberry's fundraising efforts, with a primary focus on donor recognition, office management, and oversight of the Development webpages. The Development Coordinator will have the opportunity to interface with all members of the Development team and assist with donor events, donor communications, and data management.

### RESPONSIBILITIES:

- Provide customer service for calls and emails that come to the Development office;
- Produce and edit gift acknowledgment letters for all donors;
- Assist in the preparation of monthly solicitation mailings;
- Oversee the Development webpages and ensure that the information therein is accurate and up-to-date;
- Create and deploy emails for the Development office using Blackbaud Online Express;
- Oversee recognition for all donors, including the creation of the Annual Report lists;
- Serve as donor liaison for benefit fulfillment, ensuring the Rosenberg Bookshop is stocked with recognition gifts, proofing invitation lists for donor events and other mailings, and assisting in early donor registration for Adult Education Seminars;
- Manage four Newberry Book Groups for donors;
- Assist with donor communications and events;
- Serve as a back-up for the gift entry process and other data projects;
- Provide administrative support for all members of the Development team;
- Other duties as assigned.

### QUALIFICATIONS:

- Bachelor's degree preferred;
- Strong writing and verbal communication skills;
- Demonstrated initiative and capacity for working both independently and collaboratively;
- Ability to meet deadlines and manage several projects simultaneously;
- Excellent organization skills with keen attention to detail;
- Strong computer skills;
- Previous experience in administrative support preferred.

**SCHEDULE:** This is a full-time, nonexempt position, working 35 hours per week, with normal hours generally from 9:00 AM - 5:00 PM, Monday through Friday. Incumbent may work early morning and evening hours, as needed.

**BENEFITS:** The Newberry offers a comprehensive benefits package including a variety of health, dental, and vision insurances; generous paid time off (vacation time, sick leave, personal days, and paid holidays); a 403(b) retirement plan with an employer match; employer-provided basic life insurance; and much more.

Please visit our website at [www.newberry.org](http://www.newberry.org).  
**THE NEWBERRY LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER**

**TO APPLY:** Interested candidates should email a cover letter and resume to [jobs@newberry.org](mailto:jobs@newberry.org). Applications sent without both items will not be considered. Please, no phone calls.

*The Newberry's commitment to diversity, equity, and inclusion is essential to our mission: providing free and open access to a collection spanning more than six centuries; building and sustaining communities of learning; advancing and disseminating knowledge; and acquiring and preserving materials that represent a range of perspectives and experiences—including those that historically have been underappreciated, marginalized, or silenced. As a civic institution that values the free exchange of ideas, it is the Newberry's duty to ensure that attention to diversity, equity, and inclusion informs all that we do, internally and externally. This is an urgent priority for the staff and board of trustees as we shape our institution and outreach.*

Please visit our website at [www.newberry.org](http://www.newberry.org).  
**THE NEWBERRY LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER**