



TITLE: Advancement Coordinator
SUPERVISOR: Director of Advancement
CLASSIFICATION: Non-Exempt, Full-Time, Non-Emergency

Tudor Place Historic House & Garden's **Advancement Coordinator** is an integral member of the advancement team who helps maintain the systems, information, and workflows that support strong constituent relationships and organizational goals. This position supports fundraising, membership, and constituent engagement through accurate data management, reporting, event support, and administrative assistance.

The **Advancement Coordinator** works closely with the Director of Advancement, departmental team and colleagues across Tudor Place to support overall stakeholder engagement and organizational initiatives including grant research and writing, donor and member communications, mailings, cultivation events, and other constituent touchpoints. The role uses Altru and other systems to maintain constituent records, conduct segmentation and reporting, and support informed decision-making. This is a hands-on, public-facing role for an organized, detail-oriented professional who enjoys working with data and people in support of Tudor Place's mission and revenue goals.

RESPONSIBILITIES

CRM, Analytics & Reporting

- Enter, update, and reconcile constituent and gift information.
- Conduct searches and queries in Altru to support fundraising, membership, communications, and events.
- Generate routine and ad hoc reports from Altru and other systems to monitor revenue goals and to support planning and decision-making, including reports on membership, fundraising, campaigns, and events; ensure accuracy of reports.
- Support analysis of constituent activity, giving patterns, membership participation, event attendance, and other relationship indicators.
- Assist with analysis of email and campaign performance, including engagement, conversion, and results by constituent segment, as needed.
- Support ongoing database accuracy and data hygiene; identify and communicate data inconsistencies, trends, and opportunities
- Prepare donor, member, prospect, event, and mailing lists as needed.
- Support constituent segmentation and targeted outreach across visitors, members, donors, prospects, event attendees, and other constituent groups.

Fundraising & Grants

- Provide administrative and operational support for annual giving, donor cultivation, stewardship, and other fundraising initiatives.
- Support prospect research, wealth screening, and the development of prospect lists and background information.

- Prepare prospective donor profiles and other prospect briefing materials as needed to support cultivation and relationship management.
- Research prospective foundation and corporate funders and maintain information on funding priorities, deadlines, and application requirements.
- Assist with the preparation of grant proposals, letters of inquiry, applications, reports, and supporting materials.
- Gather program, attendance, audience, financial, and other information needed for grant applications and reports.
- Under the guidance of the Director of Advancement, participate in donor cultivation conversations and membership renewal and upgrade outreach.

Constituent Engagement & Communications

- Support targeted donor, member, and constituent communications, including donor acknowledgments, invitations, renewal and benefit communications, stewardship correspondence, and other relationship-based outreach.
- Support coordination of mailings with mail house.
- Support stewardship touches and follow-up communications following gifts, events, meetings, and other constituent interactions.
- Maintain organized records of Advancement communications and support timely follow-up and documentation in Altru.
- Support membership operations, including member communications, lists, mailings, renewals, benefits, and other constituent touchpoints.

Events Support

- Participate in member, donor, and other constituent engagement activities to support a positive and personalized Tudor Place experience; serve as a welcoming point of contact for guests at programs and events.
- Provide planning and logistical support for donor, member, prospect, and other constituent engagement events; assist with scheduling, invitations, RSVPs, guest lists, materials, vendor coordination, supplies, and event logistics.
- Assist with event-day setup, registration, guest support, and other logistics as needed.
- Maintain accurate attendance and participation records and enter relevant information into Altru.
- Support post-event follow-up, including thank-you communications, stewardship, data entry, and tracking of next steps.

Administrative & Team Support

- Provide day-to-day administrative support to the department and, as needed, the Executive Director.
- Schedule meetings, calls, and other advancement activities as needed.
- Prepare agendas, meeting materials, correspondence, reports, and other documents.
- Communicate project status, anticipated challenges, and resource needs to the Director of Advancement.
- Maintain organized files, records, correspondence, and supporting documentation.
- Maintain shared calendars and help coordinate deadlines, communications, events, campaigns, and other constituent touchpoints across departments.
- Other duties as assigned.

EXPERIENCE & EDUCATION REQUIREMENTS

- Bachelor's degree in Communications, Arts Administration, Museum Studies, or a related field preferred but not required.
- 1–3 years of experience in nonprofit administration, development, fundraising, membership, database management, grants, events, or a related field; relevant internships or early-career experience may be considered.
- Experience with a CRM, constituent database, or other data management system preferred; experience with Altru is a plus.
- Experience with Microsoft Office, including Excel, Word, Outlook, and Teams.
- Experience with grant research, proposal writing, event coordination, constituent communications, or nonprofit fundraising preferred.
- Experience working in a nonprofit, museum, cultural organization, historic site, membership organization, or related environment preferred.

KNOWLEDGE, SKILLS & ABILITIES

- Excellent organizational skills and attention to detail, particularly when working with constituent information, reports, deadlines, and event logistics.
- Ability to learn and confidently navigate CRM and database systems and work accurately with spreadsheets, lists, and reports.
- Strong written and verbal communication skills, including the ability to draft clear, polished correspondence and contribute to grant applications and reports.
- Strong research skills and the ability to gather, organize, and synthesize information.
- Excellent project management skills, including the ability to prioritize tasks and manage multiple deadlines.
- Ability to handle confidential donor, prospect, membership, and institutional information with discretion and professionalism.
- Strong interpersonal skills and the ability to provide gracious, professional service to members, donors, volunteers, guests, and colleagues.
- Ability to work collaboratively across departments and as part of a small team while also working independently.
- Ability to anticipate needs, solve routine problems, and follow through on assigned projects.
- Appreciation and enthusiasm for the environment of a small nonprofit museum and for history, gardens, arts, and cultural storytelling.

COMPENSATION & BENEFITS

Compensation is based on experience. Salary range: \$45-48K

Tudor Place provides excellent benefits to employees, including paid leave, paid holidays, free on-site parking and a staff Museum Shop discount for all employees; life insurance and medical benefits are available to full-time employees.

TO APPLY

Please email Helen Hubbard-Davis, Director of Finance & Administration, at careers@tudorplace.org with resume and cover letter. Please include 'ADVANCEMENT COORDINATOR' in the subject line.

Tudor Place is an Equal Opportunity Employer