



Position: Development Coordinator
Status: Regular full-time, exempt
Salary Range: \$45,000 - \$50,000/year
Reports to: Director of Engagement & Fundraising

Position Summary

Morven Park, Loudoun County's 1,000-acre backyard, is where our visitors know they can find their "happy place." Our magnificent historic estate offers guided tours, educational programs, and picturesque grounds alongside an internationally recognized equestrian center. Come join our friendly staff dedicated to giving memorable experiences to local residents as well as guests from around the world who seek a destination where they can:

**Play. Learn. Discover.
Morven Park**

The Development Coordinator will manage Morven Park's membership and annual fund programs. As a member of the fundraising team, the Coordinator will foster meaningful relationships to increase member and donor engagement and giving. In partnership and collaboration with the Director of Engagement & Fundraising, the Coordinator will also develop and execute other key fundraising initiatives.

The ideal candidate will bring strong interpersonal skills and a thoughtful approach, ensuring members and donors feel genuinely valued and appreciated. Work will be in-person in an office setting and require the ability to work evenings and weekends as necessary.

Morven Park offers competitive wages based on experience, with benefits for full-time employees including:

- Fully paid employee insurance premiums (medical, dental, vision and life/disability)
- Voluntary supplemental life insurance
- Paid time off and flexible work schedules
- Observance of federal holidays
- Automatic enrollment in 401(k) plan with company match

Responsibilities Include:

- Maintains the Park's membership database, including creating reports, tracking memberships and sending renewal notices.
- Collaborates with the Director of Engagement & Fundraising to establish and achieve annual, monthly and weekly membership and annual fund goals.
- Develops strategic plans for member and donor acquisition, retention, and upgrades to meet or exceed annual goals.
- Drafts, proofs, and edits materials for Morven Park membership and fundraising appeals.
- Cultivates, nurtures and manages positive relationships with members and individual donors.
- Monitors the Morven Park volunteer portal and schedules volunteers for Morven Park centered events.



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- Manages stewardship communications and implements customized touch points with core donor groups including telephone thank you calls.
 - Researches, identifies and implements cutting-edge strategies to optimize underutilized opportunities to support annual goals.
 - Ability to work evenings and weekends as required.
 - Other duties as assigned to assist the Morven Park Team.

Our ideal candidate will have:

- Bachelor's degree and two years of professional work experience; or the equivalent combination of education and experience.
- Strong understanding of fundraising practices and ethics.
- Be able to work in an in-person office setting, using well-developed collaboration skills to work with cross-functional teams.
- Ability to prioritize responsibilities and goals, communicate with precision and clarity, motivate others and enlist them to meet goals.
- Strong analytical skills and ability to make data-driven decisions to design and adapt solutions in response to new data.
- Excellent verbal and written communications skills with the ability to think strategically.
- Exceptional attention to detail.
- Strong computer skills and high proficiency with databases and software, DonorView experience a plus
- Be able to successfully pass a background check (required of all Park employees) and provide work references.

**To apply, please send a cover letter, resume, and references to
Employment@MorvenPark.org.**

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