



Fundraising Operations Coordinator

Status: Full-time, Non-exempt

Reports to: Associate Director of Fundraising Operations

The Statue of Liberty-Ellis Island Foundation seeks a full-time, non-exempt Fundraising Operations Coordinator. This is a chance to join one of the most successful public-private partnerships in the country, while it undertakes a [major campaign to reimagine the museum on Ellis Island](#) and upgrades its systems through a Digital Transformation. An ideal candidate would be eager to learn in an evolving role.

Responsibilities

- Administer American Immigrant Wall of Honor
 - Collaborate on marketing materials and approaches for the Wall of Honor inscription program
 - Review orders and correspond with donors
 - Oversee design of panels for installation, including compilation, proofing, and layout. Work with vendors on annual inscription and installation process.
 - Maintain accurate database of inscriber names
- Process mail and gifts
 - Collaborate with caging vendor
 - Review campaign mail, maintain customer databases, and generate reports
 - Manage office mail process
 - Partner with Finance to process and record select gifts
 - Generate acknowledgment letters for select donations
- Manage Customer Service
 - Track and respond to email and phone inquiries through the Contact Us platform
 - Initiate the Immigration Record Search for email requests
- Maintain Fundraising Database
 - Maintain integrity of the Foundation's CRM systems, ensuring accurate and up-to-date donor and prospect information, gift processing, and records management
 - Assist in the migration to Salesforce Nonprofit Cloud
 - Become proficient with Salesforce, working with departments to ensure proper use and best practices
 - Assist in pulling database reports and maintaining dashboards, as needed
- Other
 - Assist with events, including the [Statue of Liberty-Ellis Island Awards](#)
 - Schedule and organize select meetings and make travel arrangements, as needed
 - Support direct response efforts, including participating in weekly coordination calls
 - Support other fundraising and communication efforts, as needed

Skills and Qualifications

- Bachelor's degree or equivalent required.
- Advanced skills with Microsoft Office suite. Familiarity with databases or a genuine desire to learn. Experience with Salesforce a plus.
- Excellent written and verbal communication skills.
- Excellence at multi-tasking and prioritization and in working both collaboratively and independently.
- Results-driven, collaborative, detail-oriented, positive, and calm under pressure.



- Interested in the Foundation's mission and the areas of immigration, historic preservation, genealogy, and parks.

Logistics

- This is a full-time position with generous benefits.
- This position pays \$26-\$29/hour for ~35 hours/week.
- The work hours are generally Monday through Friday, 9am to 5pm, but flexibility is required for occasional evening or weekend hours.
- This position will generally work from the Foundation's offices, though 1-2 days/week of remote work may be possible.
- New hires must be in-compliance with the Foundation's COVID-19 Mandatory Vaccination Policy as of their first day of work. This policy requires employees to have received the COVID-19 vaccination (including boosters, when recommended), unless a reasonable accommodation is approved.

Application process

- Please email one-page cover letter and resume to careers@libertyellisfoundation.org with the job title in the subject line. Each file name should begin with the applicant's last name.
- No phone calls, please.

About The Statue of Liberty-Ellis Island Foundation (www.LibertyEllisFoundation.org)

The Statue of Liberty-Ellis Island Foundation is a non-profit that collaborates with the National Park Service in one of America's most successful public-private partnerships. In 1982, President Ronald Reagan asked Lee Iacocca to raise private funds for the historic restoration of the Statue of Liberty and Ellis Island. The Foundation has since created the Ellis Island National Museum of Immigration, developed the free 65-million-record Ellis Island Passenger Database, constructed the Statue of Liberty Museum, maintained museum exhibits, and funded over 200 additional projects on the islands. Follow the Foundation @StatueEllisFdn

The Statue of Liberty-Ellis Island Foundation is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.