

Position Title: Advancement Coordinator
Date Posted: 2/9/2026
Department: Advancement
Reports to: Director of Advancement
FLSA Classification: Exempt
Type of Position: Full-time, 40 hours/week

GENERAL DESCRIPTION

The Northern Virginia Science Center Foundation seeks an enthusiastic, organized, and detail-oriented team player to support the fundraising work that is essential to moving our mission and vision forward. The Coordinator provides critical administrative and operational support to the Advancement team while also contributing to the development and execution of donor-focused communications, including appeals, newsletters, and digital content.

SPECIFIC JOB RESPONSIBILITIES

- Primary responsibilities include:
 - Process all pledge, invoice, and gift entry through Blackbaud Altru database;
 - Prepare all donor acknowledgement mailings;
 - Enter and track all solicitation and stewardship activity, meeting notes/interactions, and gift correspondence documentations in Blackbaud Altru database to maintain accurate digital records;
 - Support data maintenance including Blackbaud Altru database, Microsoft Excel spreadsheets, and Constant Contact email marketing lists;
 - Support team needs to run and maintain dynamic database queries for annual and campaign constituents;
 - Support Director in writing, implementing, and tracking donor-directed communications (annual report, appeals, newsletters, social media news, stewardship mailings, and others);
 - Maintain up-to-date collateral (print and online) needs for donor communications;
 - Collect donor stories of impact to support all donor communication needs;
 - Support constituent data needs for all external events, including invitations, responses, mailing, name badges, and guest tracking; and
 - Assist with external event logistics needs as directed.
- Serves as an integral member of the Advancement team to nurture and grow relationships for sustaining contributed revenue.
- Other duties as assigned.

QUALIFICATIONS AND CHARACTERISTICS

REQUIRED QUALIFICATIONS

- 1-2 years of experience working in a nonprofit or similar organization.
- Proven proficiency in accurate data entry and management and the ability to operate CRM technology.
- Capable of creating powerful donor communications (written and digital).
- Understanding of best practices in donor data management and a desire to grow and learn in the field of Advancement.

PREFERRED QUALIFICATIONS

- Experience in fundraising.
- Knowledge of Blackbaud systems.
- Bachelor's degree.

IDEAL PROFESSIONAL CHARACTERISTICS

- Superior attention to detail and organizational skills.
- Ability to work self-directed and take initiative.
- Strong relationship skills and excellent written and verbal communication skills.
- Demonstrated ability to forge mutually respectful, trusting, and effective relationships with a diverse group, including providing excellent customer service.
- Ability to multi-task and demonstrate composure while working in a fast-paced environment with time-sensitive responsibilities.
- Proven success as a team member who can contribute to a positive and effective work environment.
- Comfortable and up-to-date with current technology, including social media platforms.

PERSONAL CHARACTERISTICS

- Be a passionate advocate for hands-on STEM learning, personally and professionally committed to the Science Center mission, objectives and programs.
- Be a persuasive and articulate communicator who is able to connect with a broad spectrum of people in a meaningful way.
- Able to energize and engage potential supporters.
- Emotionally mature, with a sense of humor to maintain balance and perspective.

BENEFITS

- Medical, Dental, and Vision Coverage - 99% employer paid premiums for employees and 50% employer paid premiums for eligible dependents
- Employer paid Long-Term Disability and Short-Term Disability Coverage
- 401(K) Retirement Plan with partial matching
- Paid Time Off (15 days, pro-rated in first calendar year of employment)
- Paid Holidays (10 standard, 2 floating) and Sick Leave
- Professional Development Opportunities
- Flexible schedule and remote work opportunities
- Science Center membership with ASTC reciprocity to hundreds of museums around the US and globe
- Business Casual Dress with exceptions for special meetings and events
- Credit Union Membership

PHYSICAL DEMANDS OF JOB

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of this job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions:

Frequently required to:

- ☒ Speak and hear;
- ☒ Stand upright and/or walk on feet for up to five (5) hours at a time;
- ☒ Sit for up to five (5) hours at a time;
- ☒ Use hands and digits to manipulate, handle, and feel.

Occasionally required to:

- ☐ Perform repetitive motions;
- ☒ Use eye, hand, and foot coordination.
- Vision abilities required by this job include close vision (close vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the Advancement Coordinator position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position. The Northern Virginia Science Center Foundation reserves the right to revise duties as needed. Successful completion of a criminal background check is required. Northern Virginia Science Center Foundation is committed to equal employment opportunity and providing reasonable accommodations to qualified candidates and employees pursuant to applicable law. We value and encourage diversity and solicit applications from all qualified applicants without regard to race, color, gender, sex, age, religion, creed, national origin, ancestry, citizenship, marital status, sexual orientation, physical or mental disability, medical condition, military and veteran status, gender identity or expression, genetic information, or any other characteristic protected by federal, state, or local law. If you require reasonable accommodation as part of the application process please contact hr@childsci.org.