Sales and Development Coordinator

Position Description and Responsibilities:
The Sales and Development Coordinator is a full-time position charged with assisting in the implementation of a comprehensive sales and fundraising plan in support of all Historic Philadelphia, Inc. (HPI) properties including Franklin Square, Once Upon A Nation and the Betsy Ross House. Specific responsibilities include working with the VP of Development and the Event and Group Sales Manager, along with other key staff and stakeholders to perform tasks including but not limited to:

- Processing, updating reservations, and acknowledging donor information in Historic Philadelphia’s online ticketing system (Altru).
- Maintain and update shared Outlook Calendar, profit and loss statements and sales and marketing materials.
- Donor and client relations including follow up with clients regarding payments and contracts as well as reviewing final details of visits and events, sponsorship benefit fulfillment and donor stewardship.
- Promotion and maintenance of the brick donation program for Franklin Square and the Betsy Ross House.
- Supporting activities related to annual *Evening in Franklin Square* fundraising event, including but not limited to registration, sponsorship, and auction coordination.
- Supporting activities related to donor cultivation and VIP events.
- Assist in the preparation of the quarterly Board of Directors meetings.
- Providing general administrative support to the development and sales programs as well as the President and CEO and staff.
- Other duties as assigned.

Required Education and Experience:
Bachelor’s degree and 1-3 years of related experience in fundraising or a marketing setting.

Required Skills and Abilities:
- Strong organization, planning, and communication skills, written and verbal.
- Ability to work independently and as part of a diverse team in a fast-paced environment.
- Ability to work occasional nights and weekends throughout the year, particularly in the spring and summer season, and as required.
- Public Relations and marketing skills a plus.
- Ability to use all technology associated with the position.

Resume and cover letters can be sent to development@historicphiladelphia.org