



Job Description: Development Coordinator

Title: Development Coordinator

Job status: Full time, Hourly

Compensation: \$41,600 - \$45,760

Reports to: Director of Development

Closes: August 25th 2025

kidSTREAM Children's Museum, 3100 E. Ponderosa Drive, Camarillo, CA 93010

Summary

kidSTREAM Children's Museum is seeking a passionate and detail-oriented Development Coordinator to support our fundraising and donor engagement efforts as we prepare to open our doors, and advance our mission of inspiring children through meaningful, play-based learning. This is a unique opportunity to join a fast-growing nonprofit at an exciting stage of development, helping to build a strong community of supporters while making a lasting impact on the lives of children and families.

The Development Coordinator supports all aspects of fundraising and donor engagement efforts at kidSTREAM. This position plays a key role in maintaining donor records, gift processing, donor database management, coordinating stewardship activities, assisting with donor communications, and supporting campaigns and events. The ideal candidate is highly organized, detail-oriented, tech-savvy, and passionate about supporting a mission that positively impacts children and families.

Responsibilities:

Donor Relations & Stewardship:

- Maintain accurate donor records in CRM (Altru/Blackbaud), including gift entry and acknowledgment
- Generate donor thank-you letters, tribute notifications, and pledge reminders
- Coordinate donor recognition efforts, including signage, digital listings, and special acknowledgments
- Support naming opportunity tracking and stewardship

Fundraising Support:

- Assist with the execution of fundraising campaigns (annual fund, capital campaign, membership drives)
- Help coordinate special events, including donor receptions and fundraising events
- Support grant tracking and reporting, including gathering impact data and documentation
- Assist with research on prospective donors, corporate sponsors, and foundations

Communications and Administrative Support:

- Draft donor emails, social media content, and campaign updates
 - Help maintain development-related pages on the website
 - Coordinate production of fundraising materials, signage, and presentations
 - Respond to donor inquiries and ensure timely follow-up
 - Track campaign progress and generate reports as needed
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Qualifications:

- Associate's or Bachelor's degree or equivalent experience in nonprofit development, communications, or a related field
- 1–3 years of experience in fundraising or nonprofit administration
- Strong writing, editing, and verbal communication skills
- Detail-oriented with excellent organizational and time management abilities
- High level integrity, and discretion with confidential information
- Passion for kidSTREAM's mission and a collaborative, team-oriented attitude

Preferred Qualifications:

- Experience working in a museum, or education-based organization
 - Proficiency with donor management systems or CRM Platforms
 - Experience with Blackbaud/Altru a plus
 - Prior involvement in startup or early-stage organizational operations
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Our Culture & Benefits

At kidSTREAM, we believe in the power of play to transform lives. Our museum is a joyful space where curiosity is celebrated, diversity is welcomed, and families are invited to grow together. We offer a generous benefits package including:

- Medical, dental, vision, and life insurance
 - Paid vacation, sick time, and holidays
 - Discounts on museum programs and events
 - A fun, collaborative, mission-driven work environment
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How to apply:

Submit a Cover Letter and Resume to the Director of Development at: jacy.yu@kidstream.org

Application Deadline: Aug 25, 2025

Equal Opportunity

kidSTREAM is proud to be an Equal Opportunity Employer. We are committed to creating an inclusive and welcoming environment for all employees and applicants. Candidates from diverse backgrounds are encouraged to apply.