



DEVELOPMENT PROGRAM COORDINATOR

Welcoming visitors since 1909, Fort Ticonderoga is a non-profit educational organization, museum, historic site, center of education, and major cultural destination. We are committed to an authentic and engaging visitor experience in all facets of our public engagement and programs and uses of our landscape, structures, exhibits, and collections to educate over 75,000 annual visitors about our site's history and nation's military heritage. Click [here](#) to learn more about our Mission.

Primary Purpose of Position

Fort Ticonderoga offers an exciting opportunity to be a part of our growing Development Department and help expand our regional and national reach. As the Development Program Coordinator, you will assist with targeted development communications and the planning and management of fundraising events for key national donor cultivation programs. This position will include coordinating logistics, managing budgets, securing and managing vendor & venue contracts, and building relationships with internal and external stakeholders to maximize event success and contribute to the organization's overall development goals. Additional responsibilities may include assisting with the execution of larger institutional events, frontline donor communication, administrative support for membership and annual appeals, and general support of the Development office activities. The ideal candidate will be comfortable working either independently or collaboratively, able to track tasks and deadlines, and interested in contributing to creative communication and event design. This position will operate under the supervision of the Director of Development and as a part of the Development team, led by the President and CEO of Fort Ticonderoga.

Essential Duties and Responsibilities

- **Event Planning and Execution:**
 - Help conceptualize, develop, and implement cultivation and fundraising events (regional and national cultivation events, galas, bespoke donor experiences, etc.).
 - Engage in all aspects of event planning, including venue selection, catering, entertainment, invitations and logistics.
 - Assist with event registration, guest tracking, and follow up communications.
 - Coordinate with vendors, volunteers, event hosts, and internal teams to ensure smooth event execution.
- **Donor Development and Cultivation:**
 - Identify and research potential donors for events.
 - Implement approved Development tactics to cultivate relationships with donors, including personalized outreach, donor stewardship, and recognition communications.
 - Assist with donor database tracking of activities, communication, and invitation lists.
- **Fundraising Management:**
 - Manage project timelines, track budgets, and maintain accurate records of event and program details.
 - Coordinate with internal stakeholders on all calendared event dates, goals, guest lists, etc.

- Research in-kind support and sponsorship opportunities for events.
- **Marketing and Communications:**
 - Collaborate with Development team on creation and implementation of marketing plans to promote events and attract attendees.
 - Assist with mailings, emails, and evite campaigns
- **Reporting and Analysis:**
 - Analyze event data to measure success and identify areas for improvement.
 - Prepare post-event reports for stakeholders, including fundraising results and key metrics.

Knowledge, Skills, and Abilities

- Excellent organizational and project management skills
- Strong communication and interpersonal skills; ability to build relationships with donors, stakeholders, and external vendors.
- Proven experience in event/meeting planning or in front-of-house hospitality or catering.
- Prefer fundraising knowledge or experience with donor cultivation strategies.
- Experience with a CRM system and Microsoft Office Suite
- Marketing or communications experience highly desirable
- Ability to work independently and as part of a team.
- Bachelor's degree, or related professional certifications, or relevant experience.

Work Schedule:

The normal work schedule is Monday through Friday, with some hybrid opportunity. Occasional travel and weekend, evening, and holiday work may be required on a scheduled basis.

Salary Range and Benefit Information:

This is a full-time, benefit eligible, position with a salary range of \$45,000 - \$60,000 annually. Salary commensurate with experience.

Fort Ticonderoga is an Equal Opportunity Employer and offers a generous benefits package including:

- Medical, Dental, Vision, and Life Insurance.
- Employees may enroll in the museum's 401(K) plan
- Combined time off up to 160 hours per year (120 vacation time and 40 sick time).

If you have a passion for nonprofit work and want to help Fort Ticonderoga expand its Development reach, we invite you to apply for the Development Program Coordinator position.

To apply send letter of interest and resume to Colleen Henty, Director of Development, The Fort Ticonderoga Association at P.O. Box 390, NY 12883 or e-mail chenty@fort-ticonderoga.org
For additional information on Fort Ticonderoga visit www.fortticonderoga.org.