

1100 North Plum St.
Hutchinson, Kansas
67501-1499



620.662.2305
www.cosmo.org

Full Time Development & Marketing Coordinator

Essential Duties and Responsibilities

- Manage Versai CMS (content management system) to ensure accuracy of donor records
- Generate weekly thank you letters and reports
- Export CMS data to Excel for data presentation
- Manage scholarship applications, data, and tracking
- Research grants and other prospective fundraising opportunities
- General administrative support to SR VP of Communication and Chief Development Officer including scheduling appointments; taking phone calls; maintaining records etc.
- Support Membership Coordinator in CMS management responsibilities
- Monitor contact form boxes in lobby and update Constant Contact and Versai as necessary
- Update all contact lists in email distribution system
- Support copywriting and engagement on all social media platforms as needed
- Assist at all Cosmosphere special events
- Support the development and marketing functions in other capacities as they may become apparent

Qualifications

- Education: Bachelor's degree preferred
- Experience with Microsoft Suite specifically strong Excel skills
- Familiarity with CMS systems and data management
- Excellent written and verbal communication skills
- Desire to learn new processes and willingness to take direction in all areas
- A sense of servant leadership based on humility and desire to serve the organization's mission and purpose with an excellent work ethic
- A commitment to support a collegial, responsive, and positive workplace culture based on mutual respect and open communication

Equal Opportunity Employer

Send references and resume to hr@cosmo.org.