

Development Coordinator

Job Description

Department: Development
Reports To: Director of Development

Classification: Full Time (30-32 hrs/week)
Revision Date: July 21, 2017

Position Summary: Provides day to day operational, reporting and technical support as it pertains to donors of the organization utilizing the donor management software. The Development Coordinator also plays a key role in organizing and coordinating fundraising events and communication based work. Additionally, this position will assist in maintaining content generation and messaging standards for the organization through various means. This position works closely with the Development Director and team leaders by providing information that aligns with departmental and organizational goals and objectives. This position may require occasional night/weekend hours.

Job Responsibilities

- Maintain organizational data in the donor database with consistency and attention to detail for all donor and gift entries. Manage all database operations including: gift recording and acknowledgements, and regular data hygiene.
- Prepares donor queries and produces custom statistical reports and lists pertaining to donors as requested by the Leadership team.
- Manage creation and production of various electronic and mass published communication pieces. Revise, edit and proofread all published content as needed.
- Assists with fundraising events including logistics and organization, registration, vendor contacts, and volunteer committees.
- Under the direction of the Director of Development compose clear and persuasive written communication pieces including, but not limited, to donor letters, solicitation materials, brochures, special events materials, direct mail pieces, newsletters and committee correspondence

Requirements/Qualifications

- Associates degree required, Bachelor's degree preferred
- Relevant course work in business administration, public administration or communication related field preferred
- One to three years of prior experience in a Fund Development/Events Coordination role preferred
- One to three years of experience utilizing at least one specialized computer program, preferably one that supports donor management
- Ability to use advanced features of a database or spreadsheet software to prepare a variety of custom reports
- Demonstrated ability to handle donor interest and personal information with tact, sensitivity and confidentiality
- A professional presentation; energetic and engaging personality
- Proficient in Microsoft Excel, Word, Outlook and Social Media applications
- Strong organizational and planning skills, ability to function under pressure and meet tight deadlines
- Creative thinking and problem solving skills
- Proven writing skills along with excellent verbal communication skills

Employee Signature _____

Date _____