



Development Coordinator Job Description

Reports to: Executive Director

Employment Status: Year-Round, Full-Time, Exempt, Supervisor

Salary range: \$48,000 to \$58,000 annually

To Apply: Email resume and cover letter to julie@campblodgett.org (subject line: Development Coordinator Position)

Summary: The Development Coordinator is responsible for executing the day-to-day operations of the organization's fundraising. This position works in close collaboration with the Board, Executive Director, and Volunteers. Duties include database management and reporting, event coordination, donor communication, donor relationships, and helping with annual giving programs. This position serves as essential fundraising staff, helping to raise 70% of our \$1M budget.

Who we seek: Individuals with character, integrity, talent, and experience who are loyal to Camp Blodgett's mission and champions for our work across Kent and Ottawa Counties. Staff members are expected to embrace and advance the principles of diversity, equity, and inclusion as they relate to Camp Blodgett's mission and strategy. This includes an awareness of how systemic inequities impact the populations we serve. We welcome you, as you are for who you are, and all the differences that you may bring.

Position Responsibilities:

- Develop and execute the annual fundraising plan, in partnership with Executive Director, other staff, board members, and fundraising committee members.
- Maintain organizational data in the donor database (eTapestry) with consistency and attention to detail for all donor and gift entries. Manage all database operations including: data entry, gift recording and acknowledgments, reporting, and regular data hygiene. Provide oversight and work closely with other staff involved with eTapestry.
- Coordinate all fundraising events including logistics, committee management, and creation of materials. Work with Executive Director and volunteers in the solicitation of sponsors/donors for the event.
- Prepare and execute mailings (hard copy and electronic), following a comprehensive donor communication calendar. This includes coordinating and managing the development of communication pieces, including appeal letters, thank you letters, newsletters, and digital communication items. Work closely with other staff involved in camp communication pieces.
- Assist with web content management for fundraising and manage online giving forms/subscriptions.
- Create and execute a strategy for increasing annual giving programs such as monthly giving, major donor gifts, and new forms of fundraising.
- Help secure financial support from individuals, foundations, and corporations through relationship management, grant/proposal writing and reporting, community engagement/events, and other fundraising strategies.
- Develop and maintain ongoing relationships with donors and other supporters of our mission (volunteers, interns, former renters, and former board members).
- Develop reports for the Board and other leadership.

Qualifications:

- Passion for Camp Blodgett and an understanding of why our approach to service matters and our [Big IDEA](#).
- Unwavering support for children, especially children who face the oppression of poverty.
- Minimum of 3 years prior experience coordinating and/or managing annual giving initiatives such as database management, donor communication efforts, fundraising events, and annual giving programs.
- Excellent interpersonal and writing skills with a willingness to approach people by phone, email, letter, social media, and in-person.
- Experience in public speaking and/or story-telling and an eagerness to speak with small or large audiences.
- Demonstrated ability to handle donor interest and personal information with tact and sensitivity, in a confidential manner.
- Ability to work collaboratively with a strong customer-service orientation.
- Ability to set and meet realistic goals, establish work priorities, organize people and materials to reach goals, handle pressure well, and evaluate and report results.
- Ability to multi-task while handling work expectations including telephone, basic office machines, reading, writing, typing, computer/data entry, and some travel.
- Resilience from failure and a willingness to take healthy and calculated risks.
- The ability to quickly adapt and respond to change.
- Experience with donor research, from foundations to individuals, and the ability to translate that research to cases for supporting our mission.
- An action-oriented, entrepreneurial, adaptable, and innovative approach to philanthropic planning.

Physical Requirements

1. Sitting - Greater than 60%
2. Standing - Less than 25%
3. Walking - Less than 25%
4. Lifting or carrying up to 30 lbs. - More than 10%
5. Pushing or pulling up to 30 lbs. - More than 10%
6. Climbing - Less than 10%
7. Kneeling, stooping or bending - More than 10 %
8. Repetitive movement - Less than 25%
9. Keyboarding - Greater than 60%