

Sherwood Autism Center is the oldest organization in Kansas City providing services for children and adults with autism and related disabilities. Established in a church basement in 1974 with just six students who had nowhere else to go, Sherwood now serves approximately 145 children and adults on two campuses. The position of Development Coordinator will help enhance our mission and services through donor database management, volunteer coordination and social media outreach. This position will track funding, grow volunteer support and increase our social media presence insuring continued assistance to our underserved constituency. This full time position is based at the Ward Parkway Plaza campus and will report to the Chief Development Officer.

The ideal candidate possesses:

Education, Experience and Skills

- Bachelor's degree in Marketing, Public Relations, Communications or related discipline
- Two years' experience in donor database (CRM) management and ability to quickly acquire an understanding of Salsa Labs database
- Experience in volunteer management and social media
- High level of proficiency in Microsoft Office Suite: MS Word, Excel, Outlook
- Pleasant, professional demeanor
- Diplomacy

Essential Job Functions

- Demonstrates excellent verbal, written and organizational skills and the ability to work independently or with a team
- Manage multiple projects effectively
- Display excellent time management skills

Overview of Duties & Responsibilities as it pertains to Database Management

- Manage donor database including database configuration, data entry, donor tracking and reporting
- Manage monthly donor giving
- Process acknowledgements within 48 hours of gift receipt
- Select and manage auction software for gala including setting up live and silent auctions before and during the event
- Manage online event registration for all events

Overview of Duties & Responsibilities as it pertains to Volunteer Coordination

- Work with facilities manager and other staff to identify volunteer needs for facility and events
- Create strategies that fill and support volunteer needs effectively
- Solicit volunteers from area businesses, faith groups, Sherwood staff and other organizations including representing Sherwood at volunteer fairs or other events
- Secure and train volunteers for facility or event projects
- Communicate volunteer plans and accomplishments with agency leadership
- Track volunteer hours and contact information in donor database
- Acknowledge volunteer contributions

Overview of Duties & Responsibilities as it pertains to Social Media

- Identify appropriate social media platforms to enhance Sherwood's visibility in the community
- Using best practices, manage and keep current, identified social media

Other duties as requested

Full-time employee benefits include: health, dental, vision, short term disability, long term disability and life insurance.

This is a full-time, non-exempt position with a Monday through Friday schedule with the flexibility to work outside of standard work hours as needed. Able to work alternative hours, including evenings, weekends and holidays as needed. It is anticipated the work schedule will be adjusted to accommodate alternative hours.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of an employee.

Sherwood's policy is to provide equal opportunity to all people without regard to race, color, religion, national origin, ancestry, marital status, veteran status, age, disability, pregnancy, genetic information, citizenship status, sex, sexual orientation, gender identity or any other legally protected category. Sherwood is proud to be a drug-free workplace.

Submit resume and cover letter to: sguthrie@sherwoodcenter.org.

Job Type: Full Time

Salary Range: \$40,000-\$46,500