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**TITLE:** Development Coordinator

**DEPARTMENT:** Development

**REPORTS TO:** Director of Development

**FLSA STATUS:** Full-Time Non-Exempt

**STARTING WAGE:** \$20 an hour

**PRIMARY FUNCTION:**

The Development Coordinator will perform administrative duties related to fundraising and is responsible for generating fundraising income through campaigns targeting foundations, corporations, and individual donors within the community. The Development Coordinator provides writing support for foundation and corporate grant requests and acknowledgment of donor gifts; provides coordination to the board of directors and staff in the planning and implementation of special events; and coordinates with staff and board in seeking grant funds.

**KEY ROLES (Essential Job Responsibilities):**

***Resource Development***

1. Contribute to attaining financial support under the direction of the Development Director:
  - assist in writing grant proposals for foundation support.
  - work with club management to solicit corporations and civic groups for donations and other support; and
  - provide operational support for special events including event planning and execution, volunteer management, coordinating In-kind donations, and assisting in additional projects as outlined in the Development Plan.

***Donor Stewardship***

2. Manage targeted donor communication strategies and recognition under direction from the Development Director
  - draft and coordinate correspondence and stewardship outreach to donors and foundations
  - recognize contributions with acknowledgment letters in a timely manner

***Resource Management***

3. Manage administrative and operational systems to:
  - Oversee and maintain accurate records in the donor database system including data clean up, gift entry, generating mailing lists, reconciliation of accounts, and reporting
  - maintain and update mailing lists in the organization's marketing platforms, and biographical and financial donor information in Donor Perfect

- design and produce accurate queries, reports, and lists for mailings, newsletters, event invitations, and moves management strategies

**DISCLAIMER:** The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

#### **RELATIONSHIPS:**

**Internal:** Maintain close, daily contact with Club management and financial staff and support staff. Maintains verbal and written contact with volunteers and volunteer committees.

**External:** Maintain contact with community and residents to seek financial support and provide information regarding club activities and needs.

#### **SKILLS/KNOWLEDGE REQUIRED:**

- Bachelor's degree from an accredited college or university, or equivalent experience.
- A minimum of 2 years of progressively responsible work experience or equivalent experience.
- Highly organized, thorough, and detail-oriented with the ability to manage multiple projects with competing priorities.
- A self-starter and problem solver with the ability to take initiative and work independently.
- Excellent interpersonal and customer relations skills
- High level of discretion, professionalism, and confidentiality required

#### **PHYSICAL DEMANDS**

- Ability to lift 20 pounds, sit, bend, stretch, and stand for extended periods of time, and climb stairs.

#### **APPLICATION PROCESSES**

Interested candidates should submit a resume, cover letter, and references to [hr@bgccam.org](mailto:hr@bgccam.org). Applications will be reviewed on a rolling basis until the position is filled.