TITLE: Development Coordinator
CLASSIFICATION: Non-Exempt
SALARY RANGE: $40,000-$45,000
SUPERVISOR: Philanthropy & Data Manager
PRIMARY JOB FUNCTION: The Development Coordinator will assume responsibility for general support to assigned Manager and designated staff.

ESSENTIAL FUNCTIONS

- Provide support for Database gift entry, accurately and timely enters donor data into donor database with detail, accuracy and thoroughness, including gifts, pledge schedules, process notes, event attendance, etc.
- Support team in recognition and stewardship of donors, including gift receipt development and mailing
- Development and oversight of process for silent auction procurement for organization sponsored fundraising
- Serve in a supporting role to all members of the Development team and work collaboratively with other department staff
- Responsible for completing monthly, quarterly, and annual tracking and reporting
- Assist with RSVP tracking for events
- Assist with annual Fundraising Luncheon and Gala
- Assist in presentations, as assigned.
- Assist in tours as needed.
- Attend and participate in team meetings and other designated agency related meetings as appropriate
- Develop and maintain positive relationships with staff and volunteers.
- Participate in on-going training.
- Model organization’s expectation for sensitivity and competency relating to diversity and cultural awareness.

EDUCATION/EXPERIENCE

- College Degree Preferred
- Knowledge and basic skill level of Adobe Illustrator
- Experience using databases is preferred.
- Must show proficiency experience in Microsoft Office Suite.

Revised 8.2022
PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk, hear, taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.


I have reviewed this copy of my job description and understand all of the requirements and functions of my position. I also understand all of the demands, both physical and mental required by this position and by signing below agree that I am willing and able to perform such functions.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

__________________________________________  _______________  _______________
Employee Signature  Date  

__________________________________________  _______________
HR, Supervisor or Manager Signature  Date  

Revised 8.2022