

# SUNSHINE SCHOOL & DEVELOPMENT CENTER

## JOB DESCRIPTION

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Job Title: Development Support Coordinator  
Status: Full-time, permanent, non-exempt  
Department: Philanthropy  
Reports to: Director of Philanthropy  
Revised Date: April 2021

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### **Job Summary**

The Development Support Coordinator will be a vital contributor to Sunshine School & Development Center's philanthropy team and will manage and ensure the integrity of key administrative functions for Sunshine School's Philanthropy department. This team member will support a variety of fundraising activities while maintaining positive relations with donors, volunteers, community partners, and staff members. The Development Support Coordinator is responsible for supporting key departmental functions, including data entry, grants management, donor relations and stewardship, and administrative support. As part of the Philanthropy Team, everyone is responsible for meeting annual campaign and department goals.

### **Job Tasks and Responsibilities**

1. Manage assigned projects with minimal supervision, including donor database administration, donor stewardship correspondence, grants management and reporting calendar, and data driven fundraising reporting.
2. Process gifts into our CRM from multiple sources (cash, pledges, matching gifts, and planned gifts), prepare correspondence of gift acknowledgements, send monthly pledge reminders. Ensure that all donors receive accurate receipts promptly following each donation.
3. Update content of acknowledgement and pledge letters, and other donor communications
4. Ensure data integrity through accurate data entry and ongoing clean-up efforts
5. Research and report on current and prospective individual donors
6. Assist with creating and updating online forms related to the database such as volunteer check-in forms, online donations, etc.
7. Assist with fundraising and donor events by tracking RSVPs and event set up and breakdown
8. Provide administrative support as needed for fundraising and community engagement events.
9. Ensure organization information is up-to-date on donation fund sites such as Network for Good, Benevity, etc.
10. Enter donor interactions into CRM, including mailings, personal interactions, event attendance, and volunteer hours
11. Generate weekly fundraising reports and track progress toward fundraising goals for fundraising campaigns and events.
12. Assist with grants by maintaining the department's grant reporting calendar and keeping reporting data up-to-date. Assist in grant research and drafting grant reports
13. Coordinate production and distribution of direct mail solicitations and mass mailings: create mailing and email lists, mail merge, maintaining inventory of printing supplies
14. Develop and implement appropriate recognition and stewardship tools, as well as procedures and materials to support the Philanthropy team goals; assign donor stewardship activities to Philanthropy staff, program staff, and board members in accordance to the developed tools and matrix.
15. Maintain an awareness of current market conditions and other factors that might affect the business climate
16. 12 hours of annual training (not including First Aide & CPR)
17. Other duties as assigned.

**Qualifications:**

1. Relevant experience in non-profit fundraising, marketing, relationship management, or related fields
2. Knowledge of and strong commitment to generally accepted fundraising policies, standards, and values, as well as the AFP Code of Ethics
1. Background clearance from the Central Registries for Child and Adult Abuse and Maltreatment.
2. Background clearance from the Arkansas State Police.
3. Pass a drug screen.
4. Proven, excellent communication skills.
5. Physical requirements – Must be able to:
  - a. Communicate accurately and effectively with individuals and groups.
  - b. Frequently move about within the office setting and the community at large.
  - c. Frequently operate a computer, printer, camera, and electronic communication devices.
  - d. Often work more than 40 hours per week and weekends.

**Desired Abilities and Attributes:**

1. High energy and passion for the Sunshine School & Development Center's mission.
2. Attention to detail, significant organizational, and other project management skills necessary
3. Strong interpersonal skills with diverse audiences—including individuals, groups, corporate executives, and non-profit executives and Board members—and the demonstrated ability to solve problems creatively and tactfully
4. Ability to understand the fundraising trends locally and nationally
5. Ability to work with and keep confidential sensitive information
6. An appreciation of how your ideas and efforts contribute to the overall success of your colleagues, the department, and the organization

Days/Hours: This position's work requirements are based on the annual, in-center staff calendar. Additional hours/days may be required to meet the needs of the position.

**To Apply:**

Qualified applicants should send a cover letter and resume to Sarah Pollack, Director of Philanthropy, at [sarah.pollack@nwaSunshineSchool.org](mailto:sarah.pollack@nwaSunshineSchool.org).