



Job title: Development Coordinator

Reporting to: Director of Development

About Eggleston:

For 65 years, Eggleston has been serving the Hampton Roads community through employment, training and education services. In addition, the organization has grown its programs to support both residential living and day services across the continuum of care throughout the region. As a provider of choice, Eggleston has impacted thousands of families in our community – helping them live better, fuller lives.

Summary:

Eggleston Foundation is seeking a Development Coordinator to strengthen donor engagement by working alongside the Director of Development to increase fundraising efforts. S/he will manage data entry, gift acknowledgment, direct mail, event logistics, conduct prospect research, schedule visits for leadership staff and volunteers and other related tasks. The successful candidate will work collaboratively with key staff and volunteers to support both ongoing and campaign fundraising efforts.

Duties and Responsibilities:

- Manage the donor database to include gift processing, gift acknowledgements, ongoing clean up, and report building
- Assist with the creation and implementation of an annual development plan and calendar to include appeals, mailings, events and campaigns
- Collaborate with marketing and development director to gather, write and execute donor communications and campaign materials to include annual report content, flyers, collateral materials, advertising, direct mail pieces, social media/email/website and other donor communications
- Oversee day-to-day campaign and fundraising needs such as prospect list management, appointment setting, volunteer coordination, mailings, pledge invoicing, solicitor kit and meeting materials preparation, and prospect research

- Create opportunities for cultivation by coordinating tours of Eggleston facilities, inviting key donors to special events and ensuring follow-up activities are completed
- Support Director of Development with fundraising needs and other duties, as assigned

Qualifications:

- Bachelor's degree required, with at least 1 year of fundraising experience
- Demonstrated excellence in organizational and communication skills
- Excellent writing skills, preferably experience with donor communications
- Tact and sensitivity in working with donors and prospects
- Knowledge of record-keeping systems and database software, preferably Network for Good
- Sense of initiative and inquisitiveness, a strategic, critical thinker with excellent prioritization and multi-tasking skills
- Proficiency in Microsoft Word, Excel and PowerPoint

Salary Range \$38,000.

Interested applicants should visit www.egglestonservices.org select Careers/Current Opening/the position you are interested in/Click the "Apply" button.

Deadline to apply is March 31, 2021.

Equal Opportunity Employer/ Male/Female/Disabled/Veteran/Affirmative Action Employer - does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, and membership in an employee organization, retaliation, parental status, military service, protected veteran status or other non-merit factor.