

## HIGH POINT VILLAGE DEVELOPMENT COORDINATOR

**Position Title:** Development Coordinator

**Reports to:** Development Director

**FLSA Status:** Exempt, full-time

Please email your resume and references to [dfinlayson@highpointvillage.org](mailto:dfinlayson@highpointvillage.org) to apply.

Position Available Feb 1, 2023

Salary Range \$37,000 - \$45,000 based on experience

### **Summary**

Under the direction of the Development Director, the Development Coordinator at High Point Village, a 501(c)(3) non-profit, will help build the development program for High Point Village as we move forward with plans of expansion and a capital campaign.

### **Essential Duties & Responsibilities**

- Assist Development Director with the monthly giving program, working closely with the Marketing Coordinator
- Manage donor recognition and stewardship program
- Works with the development team to generate emails which communicate information to donors about fundraising campaigns
- Assists with design and content of appeal letters that are compelling, share the stories of High Point Village, and can be used for soliciting sponsorships and donations
- Assists with planning and facilitating all fundraisers and special events
- Conducts and facilitates the online #GivingTuesday Peer to Peer Fundraising Campaign
- Facilitate Corporate volunteer opportunities and corporate program tours
- Make Donor solicitation and follow up calls in person and on the phone
- Event Sponsorship solicitation in coordination with the Development Director
- Manager donor thank you call program
- Assist with Grant writing
- Assist with data entry
- Cultivate relationships with local media through interviews and outreach
- Attends and speaks at relevant community meetings (i.e Social groups, Volunteer Center of Lubbock ect.); to promote and increase awareness of the programs at HPV and recruit new volunteers
- Schedules outreach presentations in the community with schools, various social clubs, and businesses to increase visibility of HPV programs
- Additional responsibilities as determined by the Development Team

## **Required Qualifications**

- Bachelor's Degree in related field
- Minimum two years of fundraising experience in a nonprofit setting (or equivalent experience)
- Experience or knowledge of individual giving, planned giving and/or monthly giving programs
- Proficient in fundraising software and database(s)
- Experience assisting with fundraising events
- Solid understanding of basic fundraising principles
- Superior verbal and written communication skills, and ability to confidently interact with individuals at all levels
- Strong computer skills
- Efficient while maintaining a high level of accuracy and attention to detail

## **Preferred Qualifications**

- Demonstrates a heart for our Villagers and mission.

## **Core Competencies**

To perform effectively in this position, the individual should demonstrate the following core competencies. These competencies are necessary to support High Point Village's mission and to ensure that the highest quality programs and services are provided.

**Job Knowledge:** Understands the technical aspects of managing development related duties; provides advice to staff directly and/or solicits guidance from experts. Understands the duties and responsibilities of the position and keeps job knowledge up-to-date. Clearly understands the educational mission of the organization and continuously works to promote High Point Village and achieve its goals.

**Initiative in fulfilling the goals of the organization:** From interactions with management, staff, and volunteers, the Communications and Marketing Coordinator recognizes and brings to the attention of the Development Director issues that affect the organization, and implements plans to reach organizational goals as determined by the Executive Director. The Communications and Marketing Coordinator will display initiative in developing action plans and resolving problems as they occur, in consultation with the Development Director and/or other staff members.

**Communication:** Communicates effectively with multiple audiences using a variety of formats. Examples include: written communications that clearly outline the situation and action items; verbal presentations and briefings to the program staff, the Development Director and other parties.

**Dependability:** Seeks increased responsibility while remaining conscientious, thorough, accurate, and reliable with respect to achieving the organization's goals, and the needs of the staff and volunteers at High Point Village. This includes being available and responsive to issues and concerns as they arise.

