



Development Coordinator, Development Team

Reports To: Development Manager

Direct Reports: None

WORK HOURS: Full-time non-exempt (FLSA) position, 40 hours/week: Monday – Friday, 8:00 am – 4:00 pm. Some evening and weekend hours may be required.

OVERVIEW: The Development Coordinator will serve as an integral member of the development team and work directly with the Development and MarComm teams to support the overall fundraising mission by assisting with annual special events logistics, development related House events, donor stewardship and cultivation events, RSS events and Capital Campaign events. The ideal candidate will have a passion for the RMHFW mission; enjoy the fundraising field, LOVE special events and working with stakeholders. This position requires a highly motivated, creative, and organized professional with excellent writing and verbal communication skills.

JOB DUTIES:

Special Event Management

- Assist with logistics for all special events
- Meet regularly with the Development Manager to track event timelines, budgets, and annual goals.
- Solicit, record, and organize auction and raffle items; maintain complete sponsorship and auction data in Greater Giving
- Partner with the Database Coordinator to generate prompt acknowledgment letters for auction and in-kind donors.
- Coordinate with the Volunteer Services Manager to secure event volunteers
- Work with Development Manager to organize special event committees and all activities for these committees
- Prepare post-event analyses and reports for Development and Finance teams
- Plan and execute event wrap-up meetings and celebration activities

Other Event Management/Duties

- Plan and deliver donor cultivation and stewardship events, RSS events, and Capital Campaign events
- Collaborate with Family Services team to coordinate the annual Tree-Lighting event (as needed).



- Provide logistical and administrative support for special projects within the Development team
- Represent RMHFW at community functions, networking events, and professional conferences, conduct facility tours for donors and community partners
- Assist and support RSS (Red Shoe Society) by planning and/or attending events and meetings as needed
- Work with Marketing/Communications to fulfill all promotional needs for events
- Maintain accurate donor records and update actions in the donor database
- Performs all other duties as assigned

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 accommodation may be made to enable individuals with disabilities to perform the essential functions. The employee may be required to lift up to 25 pounds.

QUALIFICATIONS:

Required:

- Experience in the non-profit and special event fields
- Bachelor's degree from a four-year college or university
- Ability to function responsibly and autonomously
- Desire to help RMHFW families and make a difference in your community
- Positive attitude, flexibility, team player, creative and must have an acute attention to detail in writing and in managing multiple projects
- Excellent presentation, public speaking and community relations skills
- Demonstrate excellent communication skills, both written and verbal
- Proficient working knowledge of *Microsoft Office* software

A Plus:

- Knowledge of basic creative design principles and creative design software
- Donor database experience