



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.

APPLY FOR THIS JOB: Send your resume, cover letter with salary expectations to resumes@rmhfw.org.

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 managing annual special events, third-party events, development related House events, donor relation events and other 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

- Create and manage master planning timeline for all special events
- Serve as the manager for special events by collaborating with Development team on sponsorships, MarComm team on marketing materials and potentially a hired Event Consultant on event logistics.
- Collaborate all event collaterals (program/bidder paddles, signage and other print materials) with MarComm team
- Meet regularly with Development Manager for status updates on sponsorship goals
- Prepare ROS and script for all special events and set meetings with key players to review prior to events

- Responsible for soliciting, recording and organizing all auctions and raffles for special events
- Maintain all event records including sponsorships and auction items in Greater Giving
- Collaborate with Database Coordinator to generate timely thank you letters for all auction and in-kind event donations
- Work with event chairs to organize special event committees and all activities for these committees
- Produce event reports as needed for the Development and Finance teams
- Meet with CDO and CFO to manage special event budgets and contracts
- Work with CFO to execute payments to vendors at special events
- Plan post event wrap up events and celebrations

Third-Party Event Management

- Create a plan and prospect list to increase third-party event revenue
- Coordinate and execute third-party fundraisers and peer-to-peer fundraisers
- Solicit, cultivate and steward relationships with third-party fundraising donors
- Manages a portfolio of 50 or more third-party donors and prospects, including research and moves management plans

Other Event Management/Duties

- Assist Development team by planning and executing donor cultivation and stewardship events
- Work with House Relations team on coordinating annual tree-lighting event if needed
- Support development team with assistance on special projects
- Attend community events, networking events, conferences, education programs and online training to further fundraising knowledge and professional development
- Collaborate with the RMHFW MarComm on all marketing needs for third-party events, donor cultivation and other events
- Work with Volunteer Services Manager on coordinating volunteer needs for all event
- 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 accommodations 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