DEVELOPMENT COORDINATOR

POSITION SUMMARY

The Development Coordinator (DC) reports to the Director of Development (DD). The DC primary purpose is to provide administrative and clerical support to the DD and Development Department staff – among other duties as assigned.

RESPONSIBILITIES

- Maintain a professional appearance and demeanor at all times
- Update and maintain accurate donor and corporate contact information in internal databases (Raiser’s Edge) including but not limited to:
  - Correct donor files as needed
  - Update individual donor notes (pre/post meetings) as directed by development staff
  - Pull donor and special events reports for staff as needed
  - Track all gift in kind donations and insure correct and timely acknowledgements are sent
  - Assist in tracking grant awards, accurate fund data entry and prepare/mail acknowledgments
  - Scan all documents into RE for historical purposes
  - Manage user set up and security levels and for all employees using Raiser’s Edge
- Review and respond promptly, accurately and cordially to inquiries made through email
- Coordinate internal mailings with outside vendors for programs and development events
- Assist the annual fund with periodic external mailings
  - Research and prepare donor list for all mailings as needed
  - Track gifts and prepare/mail acknowledgements in a timely matter
- Assist with event planning including:
  - Prepare all pre and post event permitting application and/or tracking forms and ensure deadlines are met with city, state and/or county officials
  - Track RSVP’s for events
  - Track sponsorships for events
  - Update revenue and expense
- Manage and reconcile office budget and purchase orders
- Work with vendors and Accounts Payable to assist in maintaining relationships
- Efficiently and accurately administer gift processing donations (Inc. in-kind donations)
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- Maintain central office calendar
- Answer phones, screen calls, and take accurate a detailed messages
- Create and manage development donor files
- Efficiently, accurately and timely schedule meetings for the DD and related staff as needed with an external prospects and donors
- Greet visitors, distribute mail, maintaining files, and handle numerous administrative tasks
- Ensure that all tasks are completed in a timely professional manner with minimal supervision
- Available to work occasional evenings and/or weekends and attend NDVETS special events is required
- Other duties may be assigned as required

QUALIFICATIONS

- Ability to handle confidential information with discretion and interact diplomatically with the public
- Ability to maintain effective corporative working relationships with other staff, donors, volunteers, students and administrators
- Skill in prioritizing assignments under heavy workload with competing deadlines and requirements
- Outstanding demonstrable typing skills and knowledge of computer programs including Raiser’s Edge, Microsoft Word, Excel and PowerPoint
- Strong oral and written communication skills
- Knowledge of standard office procedures and of English grammar, spelling and punctuation

EDUCATION AND EXPERIENCE

- High School Diploma or GED
- At least three years of experience as a development coordinator or similar occupation
- Program fund raising and accounting knowledge preferred

This job description in no way states or implies that these are the only duties to be performed by the employee. He/She will be required to follow any other instructions and to perform any other duties requested by his/her supervisors.