



**POSITION TITLE:** Development Coordinator

**REPORTS TO:** Sr. Vice President - Development

**FLSA STATUS:** Non-Exempt / Part-time

**POSITION SUMMARY:** Provide support in all fund raising team functions and assist with fundraising activities, such as database management, prospect research and office/event coordination assistance.

## **FUNCTIONS OF THE JOB**

### **Essential Functions**

1. Manage and maintain the **donor database**. This includes, but is not limited to the following:
  - Inputting new donor information and gifts
  - Updating existing donor information and gifts
  - Tracking and processing of in-kind and online contributions
  - Running reports and queries for presentations, mailings, etc.
  - Providing weekly reports on donations received
  - Downloading and tracking data for quarterly tax credit reporting
  - Providing donor lists for Annual Report and newsletters, as necessary
  - Providing monthly financial reports to Finance Department and fund raising team
  - Tracking contacts with donors, relationships, activities, etc.
2. Conduct **research** and prepare reports for fund raising team on prospects or prospect groups from the database.
3. Assist with the coordination of grant proposals and tracking of requests and reports
4. **Coordinate office activities** in support of the fund raising team. This includes, but is not limited to the following:
  - Writing and sending donor thank you letters and other necessary correspondence
  - Coordinating the logistics of the direct mail program and donor relations activities (i.e., holiday cards, thanksgiving message, birthday cards, etc.)
  - Preparing various reports, letters, power point presentations, donor packets, etc.
  - Maintaining department office supplies, files, etc.
  - Assist in arranging logistics for meetings/events (on and off site)

- Assisting with fundraising events and appreciation dinners by mailing invitations and solicitation letters, coordinating volunteers, tracking donations, coordinating printed materials, and sending thank you letters.

5. Manage volunteers of special projects, ongoing tasks, etc., as requested

**Marginal Functions**

None identified

**POSITION QUALIFICATION REQUIREMENTS:**

**Education:** Requires a high school diploma or GED.

**Experience:** Requires one year of administrative office experience. Database management experience, specifically Raiser’s Edge, a strong plus.

**Skills and Abilities:**

- Ability to effectively work and interact with others
- Proven phone etiquette skills
- Proficiency in Microsoft Office products and knowledge of Raisers Edge, Access or other database software
- Good written communication skills
- Requires attention to detail
- Strong organizational skills

**Equipment Used:**

Basic office equipment including computer and printer, fax machine, copy machine, and telephone.

**License(s)/Certifications Required:** Driver’s license.

**Physical/Visual Activities or Demands:**

**Environmental/Atmospheric Conditions:**

Works within normal office conditions on a regular basis, and at various Wyman sponsored events within a 50 mile radius of the Eureka Campus

Original Evaluation	Revised by	Revised by	Revised by