



Job Title: Development Coordinator

Reporting to: Development Manager

Position Overview: The Development Coordinator plays a crucial role in supporting the organization's fundraising and donor relations efforts. This position involves assisting in the planning, implementing, and tracking of fundraising campaigns, donor engagement strategies, and events. The Development Coordinator will work closely with the development team to manage donor databases, coordinate communications, and contribute to initiatives that increase financial support for the organization's programs and initiatives mission.

Key Responsibilities:

1. Fundraising Support:

- Assist in planning events and executing fundraising campaigns, including direct mail, digital fundraising, and peer-to-peer efforts.
- Help develop materials and content for donor communications such as newsletters, annual reports, and email appeals.
- Support the preparation of donor proposals, sponsorship packages, and other fundraising materials.

2. Event Coordination:

- Help with fundraising events, including galas, auctions, and community outreach programs.
- Assist with event promotion, sponsorships, and communications to maximize attendance and donations.
- Provide on-site support during events and assist with post-event follow-up, including thank-you notes and reports.

3. Donor Relations:

- Support ongoing communication with current donors, including scheduling meetings, maintaining regular contact, and providing updates on the impact of donations.
- Assist in managing donor stewardship initiatives, including sending acknowledgment letters, holiday cards, and special recognition.
- Help manage donor recognition programs, ensuring donors are appropriately thanked and recognized.

- Help with the Annual Donor Report
4. **Database Management:**
- Maintain accurate donor and prospect data in the organization's donor management system.
 - Assist in generating reports for donor analysis and fundraising progress.
 - Help enter and track donations, pledges, and fundraising goals.
5. **Marketing and Communications:**
- Collaborate with the marketing team to promote fundraising initiatives and increase engagement through social media, newsletters, and other platforms.
 - Help craft and distribute promotional materials for campaigns and events.
 - Support content creation for the organization's website and other digital communications.
6. **Administrative Support:**
- Provide general administrative support to the development team, including scheduling meetings, preparing agendas, and taking notes at meetings.
 - Assist in preparing and organizing materials for board and committee meetings.
7. **Other Duties:**
- Stay up to date on trends in nonprofit fundraising and best practices.
 - Collaborate with other departments to ensure alignment of development initiatives with the organization's overall mission and goals.

Qualifications:

- **Education:** Bachelor's degree (preferred), communications, business administration, or a related field (or equivalent experience).
- **Experience:** 1-3 years of experience in nonprofit fundraising, event coordination, or donor relations preferred.
- **Skills:**
 - Strong written and verbal communication skills.
 - Proficiency with donor management software and Microsoft Office Suite (Excel, Word, PowerPoint).
 - Ability to manage multiple projects simultaneously and work under deadlines.
 - Detail-oriented with strong organizational skills.
 - Ability to work both independently and as part of a team.
 - Positive attitude and a passion for the organization's mission.

Work Environment:

- Full-time, office-based, or hybrid work, depending on the organization's setup.
- Occasional evening and weekend work is required, particularly around fundraising events.