



**Job Title:** Development Coordinator

**Reports To:** Chief Development Officer

**Department:** Development

**FLSA Status:** Non- Exempt

**Effective Date:** Spring 2021

### **Job Summary**

The position of Development Coordinator is responsible for supporting the Development Department in all aspects of donor information and administrative support. The position is responsible for managing the donor database (Raisers Edge) and includes; timely and accurate entry of data, processing and acknowledgement of all gifts, overall database integrity, reporting, donor communications, and using best practices to maintain effective systems to provide support to development and finance departments.

### Essential Duties & Responsibilities:

- Coordinate all processing within the Raiser's Edge (RE) donor database, insuring the accuracy of records and confidentiality of all information
- Process gift acknowledgement letters/stewardship ensuring that they are accurate and in keeping with policy
- Provide data entry for events and reporting of peer to peer fundraising and on line giving.
- Coordinate with the business office including, monitoring all daily revenue and support and actively participate in monthly reconciliations with the Finance Department
- Responsible for detecting data errors and maintaining data hygiene within the RE database
- Coordinate, document and maintain standards such as best business practices, file archival, naming conventions, etc.
- Enter pledges, track pledge payments, provide quarterly pledge reports and Prepare donor pledge reminder letters
- Support the financial audit with timely and accurate reports, donor information, and other documents as requested by the Finance Department
- Enter Gifts-in-Kind donations in RE and maintain a master list of donations received during each fiscal year for Finance, and provides a report at least quarterly for Camp wide staff.
- Support projects and other initiatives approved by CDO as requested by Camp departments, committees, and external agencies by providing research, RE reports and other documents
- Support the Development Department by running reports and executing queries from the database to fulfill mailing requests, data reports and other donor recognition listings
- Update weekly revenue reports and monthly dashboard reports
- Coordinate special mailings. Segment data accurately and pull lists for direct mail and other fundraising campaigns.
- Update donor hard files as appropriate and maintain file room
- Assist in implementing smooth business operations of the Development Department.

- Respond to donor inquiries, concerns, and requests for information via phone, email, and mail
- Provide administrative and project support to the Development department, including arranging committee meeting lunches, support of tours, other hospitality needs, and other administrative support for development team gift officers.
- Provide backup reception area coverage
- Participate as a member of the team in preparation for all events.
- Ensure timely and accurate completion of reports, other communication and correspondence
- Maintain a positive professional relationship with donors, volunteers, staff and board members
- Perform other development initiatives as assigned

**Qualifications:**

**Education & Experience:**

- Two years of college level courses or equivalent experience; Bachelor's degree preferred
- Three or more years of related job experience:
- Raiser Edge/Blackbaud experience preferred
- Strong proficiency as it relates to grammar, punctuation, and spelling
- Strong proficiency in written and oral communications
- Creative thinker, proactive, driven, highly organized, attention to detail, proven ability to multitask, and meet deadlines with significant impact to the team's goals
- Proficient in all Microsoft Office applications including Excel spreadsheets
- Proficient in creating revenue and analytical reports to include charts and graphs.
- Strong interpersonal and team-building/working skills
- Strong skills in diplomacy, maintaining confidentiality, customer service, and professionalism
- Excellent communications, organizational and problem solving skills
- Pass Credit Report screening annually

**Physical/Mental Requirements:**

- Some evening and weekend work hours may be required
- This is primarily a sedentary role; therefore, long periods of sitting are required
- Intermittent physical activity, including but not limited to bending and reaching
- Working in a camp setting which requires exposure to environmental hazards including hot and humid temperatures, inclement weather, insects and natural Florida wildlife.
- Ability to lift and carry up to 25 lbs