



JOB DESCRIPTION:

Position: Development Coordinator
Job Family: Business Operations
Position Type: Full-time, hourly, non-exempt
Salary Range: \$50,000 - \$55,000
Reports To: Director of Development

JOB RESPONSIBILITIES/SUMMARY:

The Development Coordinator will provide administrative support for Healing Transitions' Development Office, maintaining an accurate and updated DonorPerfect donor database with the ability to analyze data and create reports, generate lists, and ensure efficient donor tracking and moves management. The Development Coordinator will be responsible for all gift processing and acknowledgement, generating timely letters and receipts. The Development Coordinator will maintain Healing Transitions' fundraising calendar, tracking proposal deadlines and grant reports as well as pledge payments, and regularly reconciling records with the Business Operations Manager. Other duties may include but are not limited to: serving as the administrative contact for the Boards of Directors/Trustees and Development and Campaign Committees; assisting with event planning and implementation; community engagement and volunteer coordination, managing the memorial brick program; and providing grant writing and prospect research support.

ESSENTIAL FUNCTIONS:

- Oversee DonorPerfect database and affiliated Google Drive, including accurate/consistent data entry, analyzing data and running reports, ensuring regular database backup and clean-up, and regularly reconciling reports with Business Operations Manager
- Assist in the implementation of annual fundraising appeals; develop mailing lists, identify segmented audiences, create performance reports, and oversee the fundraising calendar
- Maintain master donor list for all fundraising campaigns; generate all gift acknowledgements, pledge reminders, and receipts
- Serve as the primary contact and administrative assistant for the Board of Directors, Board of Trustees, and other committees as assigned
- Identify and research potential donors; maintain prospect and grant tracking calendar
- Provide grant writing support
- Order plaques, nametags, and organizational promotional materials
- Assist in social media management



COMPETENCIES:

- Exceptional planning and organizational skills. Results- and detail-oriented with the ability to set and meet deadlines.
- Ability to work successfully, creatively, and collaboratively in a small team environment.
- Confident self-starter with a demonstrated ability to handle multiple, complex fundraising activities simultaneously, working both independently and as a team member.
- Excellent written and oral communication skills; able to plan and execute strategic communications to advance philanthropic initiatives and achieve goals.
- Flexible and adaptable work style with the ability to work nights and weekends, manage competing demands and work independently.
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Demonstrates integrity, treats colleagues and donors with respect, puts the fundraising needs of the organization above personal ambitions, and maintains confidentiality

PREFERRED QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree or substantial equivalent experience.
- 2+ years of progressively responsible experience in a nonprofit with an equal or greater budget; knowledge in all areas of development, including major gifts, annual giving, corporate and foundation giving and planned giving preferred.
- Knowledge and experience with DonorPerfect or other donor database software; ability to extract and analyze data to inform effective prospecting strategy and programmatic reporting and tracking.
- Advanced knowledge of Microsoft Office Suite required

WORKING ENVIRONMENT:

The work environment characteristics at Healing Transitions are representative of those an employee encounters while performing the essential functions to this job. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid outside weather conditions. The noise level in the work environment is usually moderate.



PHYSICAL DEMANDS:

The physical demands at Healing Transitions are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl, and taste or smell. The employee must occasionally lift and/or move more than 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

COMMUNICATION/LANGUAGE SKILLS:

Must have the ability to read, analyze, and interpret common legal documents; the ability to respond to common inquiries or complaints from clients or members of the community; and the ability to effectively present information to top management, public groups, donors, and/or Board members.

TRAVEL:

This position may require some in town travel.

TO APPLY:

Submit one document that includes your cover letter (providing your salary requirements and how you learned about the position) and your resume and send via email to:

Ms. Windi White
Director of Development
Healing Transitions
wwhite@healing-transitions.org

Writing samples and professional references will be required from finalists. Academic, credit and criminal checks will be conducted before a final offer is made.

Applications will be accepted until February 28, 2022 or until the position is filled. Healing Transitions is an Equal Opportunity Employer and values diversity in its workforce.