



## DEVELOPMENT COORDINATOR

### **KEY INFORMATION**

**Department:** Development

**Reports To:** Outreach and Communications Manager

**Key Relationships:** Executive Director, Program Managers, Donor Relations Officer, Database Coordinator, and contracted resources

**Effective Date:** July 2017

**Hours:** 40 hours/week: Monday – Friday, nights and weekends as needed

**Job Classification:** Hourly, Non-exempt

**Salary:** \$17 – \$22 per hour, DOE

### **SUMMARY**

The Development Coordinator position plays an important role in achieving organizational fundraising. The Coordinator is responsible for the development, project management, oversight, and reporting/analysis of all printed and digital communications to ensure donor communication fundraising goals are met. They create and manage the timeline to develop and execute donor communications to ensure they are on time, on budget, and are the correct deliverable for the target audience. They communicate and coordinate the timeline goals, milestones, and progress to the Development staff and outside resources to ensure a smooth and informed process. The Coordinator also provides outcomes setup and reporting, and participates in the evaluation of each project. As a member of the Development team, the Coordinator also provides support for Vision of Hope tours, the Ambassador program, and annual and special events.

### **RESPONSIBILITIES**

- Develop and produce annual timelines for direct and online donor communications, and provide project management and budget oversight of all Development donor communications.
- Work with internal and external resources in the creation, production, and appropriate distribution of newsletters, appeals, emails, thank you letters, and annual reports. Coordinate all outside resources for copy, design, production, and distribution.
- Analyze and report outcomes to internal and external parties to evaluate and discern future changes to timeline, goals, or process.
- Create and oversee the digital communication strategy, including updating the organization's website, and writing and scheduling Facebook posts.
- Conduct internal research with Development and Program team members as needed to create storylines to support donor communication projects.
- Participate in and provide administrative support for the Vine Maple Place Vision of Hope Tour program.
- Assist with project management for annual fundraising event to support team members with their various tasks and responsibilities, and to ensure timely completion of all event coordination.

## **QUALIFICATIONS**

- Have a personal relationship with Jesus Christ, be active in a Christian church, and agree with the Vine Maple Place Statement of Faith
- Be passionate about helping families overcome the trauma of homelessness
- Possess a valid driver's license, safe driving record, and proof of insurance
- Maintain an acceptable background check and ability to pass a drug test

## **EXPERIENCE AND EDUCATION**

- Bachelor's Degree in Communications preferred, or equivalent combination of education and experience
- 2 years minimum experience in a Development office, marketing/communications, or related administrative experience

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Detail-oriented with great interpersonal skills
- Demonstrated project management experience: timeline development, budget tracking, and project deadlines
- Experience or familiarity with the materials production process from content development to production
- Strong verbal and written communication skills appropriate to specific audiences using various communication methods
- Experience with Etapestry or equivalent donor or customer relations database
- Ability to work positively and effectively in a team environment
- Ability to exercise appropriate confidentiality when communicating with internal and external audiences
- Ability to adapt to a changing environment with a positive attitude, and problem solve in a constructive and supportive manner

## **BENEFITS**

- Medical Insurance
- 401(k) Plan with Company Match
- Generous Paid Time Off Policy

**Send all Inquiries, Resumes and Cover Letters to: [Info@VineMaplePlace.org](mailto:Info@VineMaplePlace.org)**

*Only qualified candidates will be contacted.*