



Job Title: Development Coordinator
Department: Development
Reports To: Development Officer
FLSA Status: Exempt
Starting Salary: \$50,000 Annually

SUMMARY

The Development Coordinator will support the identification, cultivation, solicitation and stewardship of foundations, major gifts, planned giving, and annual donors. This position manages donor communication and recognition. The Development Coordinator will report directly to the Development Officer, work closely with the Director of Development and Marketing, and be a proactive member of the Development and Marketing team.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Research and produce foundation and corporate funding proposals for support, adhering to deadlines.
- Collect program data and provide timely reports to funders, as required.
- Research potential new sources of major support from corporations and foundations.
- Contribute to the production of print and digital materials for the major gifts and planned giving programs, including articles and advertisements for Peggy Adams publications, website promotion, and social media.
- Extract data, and prepare mailing and recognition lists from donor database.
- Provide support to League staff, development committee, board of directors and others involved in fundraising activities, as directed.
- Compile event guest lists for mail, email, and follow up communication.
- Work with marketing manager, graphic designer, and mail house to ensure timely production and mailing of event invitations, and other donor mailings.
- Collect responses and attendance data from events and create reports.
- Assist with special events, as directed.
- Implement stewardship programs for current donors through program of personal contact, recognition, and communication, including thank you calls, notes, and acknowledgement letters.
- Update donor records in database with specific communication actions.
- Work closely with the Development Officer in developing recognition and cultivation activities for major gift and planned giving donors.
- Help to identify an ongoing inventory of specific giving opportunities within the League operating budget, capital budget, and special projects.
- Maintain up to date records of committed and available capital naming opportunities.
- Manage the approval and ordering of recognition signage.

- Work with vendors (signs, bricks, installers) to coordinate donor recognition installations.
- Process contracts for signature, and submit invoices for payment on time, track expenses,
- Update, organize, and ensure accuracy of lists from database to recognize donors quarterly across various channels, including online, print, and onsite.
- Extract and analyze data from donor database and other sources to help identify and qualify major gift prospects.
- Prepare weekly, monthly, and annual program performance reports.
- Manage the services offered through the Berman Memorial Gardens, which includes the columbarium niche and interment program.
- Recruit, train and manage volunteers to assist in donor mailings, special event materials preparation, and any other fundraising programs identified as suitable for volunteer support.
- Greet guests and visitors and provide tours, as necessary.
- With the Development team, maintain and update the annual Development plan, and the donor communication and event calendar.
- Actively participate in department, organization, and event committee meetings.
- Provide information and assistance to Development and Marketing teams, as needed, and assume additional duties, as requested.
- Represent Peggy Adams Animal Rescue League at public and professional events.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be well organized, flexible, a self-starter, and work well under pressure.
- Ability to maintain a pleasant demeanor and positive attitude.
- Demonstrated success in customer service and managing relationships with constituents.
- Demonstrated ability to communicate in written and verbal format.
- Computer proficiency – Microsoft Office – Outlook, Word and Excel.
- Raiser's Edge or donor database program knowledge, with experience extracting data and preparing mailing lists.
- Must support and adhere to Peggy Adams Animal Rescue League's mission, policies and practices.
- Must be able to provide accurate information to the public at all times.
- Must be able to deal tactfully and effectively with the public.
- Must be available to work nights and weekends related to special events and activities.
- Must have reliable transportation to events and meetings.
- Possession of a valid Florida drivers' license and driving record acceptable to insurance carrier.

EDUCATION and/or EXPERIENCE

- Bachelor's Degree with two to three years related experience and/or training; or equivalent combination of education and experience.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 regularly required to speak and hear. The employee frequently is required to sit. The employee will also be required to use hands and fingers as well as bend neck and twist. Lifting up to 20 lbs. sometimes is required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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 frequently exposed to an indoor office environment climate condition. The employee is occasionally exposed to animal odors and animal fur.
- The noise level in the work environment is usually moderate.

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