



Job Description

Job Title: Development Coordinator

FLSA Status: Non-Exempt

Classification: Part Time (20 hours per week)

Pay Range: \$27.00-32.00 per hour

Reports to: Director of Programs and Community Outreach

Revision Date: April 2021

Job Summary:

The Development Coordinator, in conjunction with the YWCA NH Leadership team is responsible for creating and implementing an overall development strategy for YWCA NH. This role carries out projects and tasks that support the fundraising goals of the organization. The successful Development Coordinator candidate will be self-motivated, proactive, a stellar communicator, results focused, and deeply passionate about the mission of YWCA NH.

Supervises: Events Specialist

Requirements:

- 4-year degree or relevant experience with 1-3 years of experience in a non-profit, development role
- Exemplary writing and editing skills as well as attention to accuracy and detail
- Proficiency with Microsoft Word, Excel, and Power Point. Fundraising database experience preferred.
- Strong organizational skills to handle several projects simultaneously and meet deadlines
- Ability to work independently and collaboratively
- A willingness to perform administrative functions and provide support wherever needed
- Availability to work occasionally on evenings and weekends
- Contribute toward a supportive, collaborative, and inclusive work environment.

Duties and Responsibilities:

- Provide high quality, timely research on all donors and donor prospects;
- Maintain and steward relationships with donors with responsibility for increasing the number and size of those gifts as well as the percentage of gift renewals;
- Draft prospect and donor outreach communications;
- Implementation of highly coordinated, personalized donor appeals;
- Enter and maintain accurate and complete data in development database;

- Regularly support projects related to donor solicitation, cultivation, stewardship, and retention;
- Support and help to coordinate and plan special events;
- Inform leadership team of new gifts received in a timely fashion;
- Coordinate agendas, outreach, attendance, and minutes for Development Workgroup meetings. Plan for and actively participating in all Development Workgroup meetings;
- Coordination of regular donor appreciation. Write and send timely, customized acknowledgement letters;
- Generate regular fundraising reports for use by staff leadership and board including campaign specific reports and monthly/quarterly donor reports;
- Draft, manage, implement, and regularly report on development processes and timelines;
- Foster and promote teamwork and;
- Performs other duties as assigned.

Competencies:

Adaptability & Flexibility: Adapts to changing business needs, conditions, and work responsibilities.

Self-Motivation, Initiative & Creative Thinking: Takes action without prompting and develops fresh ideas that provide safe solutions to all types of workplace challenges.

Commitment to Quality Service: Builds and maintains client/community satisfaction with the services offered by the organization.

Confidentiality, Integrity, Ethics & Trust: Maintains confidentiality and earns others' trust and respect through consistent honesty and professionalism in all interactions.

Valuing Diversity: Helps to create an environment that embraces and appreciates diversity.

Stress Tolerance and Unflappability: Maintains composure in highly stressful or adverse situations.

Problem Solving Attitude: Approaches situations and challenges in a solutions based proactive and effective manner.

Respectfulness & Relationship Building: Builds constructive working relationships characterized by high level of acceptance, cooperation, and mutual respect.

Professionalism & Personal Boundaries: Conducts oneself with appropriate and expected professional boundaries and policies.

Work Environment and Physical Demands:

- Work is primarily performed in office setting.
- Work requires the ability to ascend and descend stairs, as well as the ability to move about and position self efficiently to perform physical tasks and address emergency situations.
- Occasionally works in outdoor weather conditions.
- Occasionally requires the ability to move or transport supplies or equipment weighing up to 30 pounds unassisted.

Acknowledgement:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The employee's signature below constitutes the employee's understanding of the requirements, functions, and duties of the position.

Employee Name (please print): _____

Employee Signature: _____

Date: _