



Development Coordinator Job Description

Category: Part Time, Hourly, Year Round (avg. 25-30 hours per week)

FLSA Status: Non-exempt

Pay Type: Hourly

Pay Range: \$16.00 - \$19.00/hr based on experience

Schedule: Regular business hours plus occasional evenings and weekends in season

Direct Supervisor: Director of Development

Description:

The Development Coordinator supports the Castle's mission by providing administrative support to fundraising operations, including managing the constituent management database, day-to-day processing of incoming donations, periodic analysis and reporting on development metrics, and assisting with donor stewardship efforts including staffing special fund-raising events throughout the year. Additionally they support the fundraising activities of the Executive Director, the Director of Development, and the CPS Board as needed, and act as the institutional champion for organization-wide utilization of the Little Green Light constituent management system.

Qualifications:

Excellent organizational skills, attention to detail, and management of deadlines is essential. Strong interpersonal and communication skills (written and verbal) are required for this position. The ability to work independently and as part of a diverse team are also important. Previous experience working with a database is required and experience with the Little Green Light constituent management system is strongly preferred. A demonstrated ability to develop data management policies and procedures are required. A working knowledge of Microsoft Office products, especially Excel, is also essential.

Essential Duties and Responsibilities include but are not limited to:

- Accurately and precisely managing all donors and prospects in the Little Green Light database – act as the institutional champion of the database and implement features of the system to enhance operational efficiency across the organization.
 - Enter a variety of data both development and non-development related
 - Work with department heads across the organization to ensure accurate and timely entry of constituent information
 - Work to implement automated data entry where possible and appropriate

- Generating solicitation and thank you letters in a timely fashion, including but not limited to memberships, annual appeals, corporate and business sponsors, and special projects.
- Generating reports and other analytical data as needed.
- Accurately processing all donations as well as non-development LGL based financial transactions received for deposit to the bookkeeper in a timely manner.
- Reconciling accounts with bookkeeper on monthly basis.
- Provide briefing materials for donor meetings and then de-brief with Director of Development and/or Executive Director, updating Little Green Light records with contact notes and follow-up tasks as appropriate.
- In conjunction with the Director of Development and Marketing Coordinator write drafts of mass solicitations, individual donor letters, gift acknowledgements, donor stewardship reports, and other development related communications.
- Producing email and mailing lists from Little Green Light as needed in support of fundraising and marketing efforts.
- Supporting the planning and execution of special fundraising events.
- Working with the Director of Development to create and track the department's annual budget and, as needed, the capital projects budget.
- Attending monthly meetings of the development committee, taking and distributing minutes.
- Working with volunteers for efficiency in mailings and database entry.
- Performing various office duties as necessary in a positive, helpful manner.
- Other duties as assigned by the Director of Development or the Executive Director

To Apply:

Interested applicants should submit a resume and cover letter via email or standard mail to:

director@castleintheclouds.org

or

Attn: Development Coordinator
PO Box 687
Moultonborough, NH 03254