



POSITION TITLE: Development Coordinator
EMPLOYMENT STATUS: Part-time

FLA STATUS: Non-exempt
LAST UPDATED: 3/25/25

POSITION SUMMARY

Responsible for assisting in the coordination of all fundraising, events, and donor development activities. Collaborate with the development team, including CEO, Events and Donor Development Director, Public Relations and Marketing Director, and Capital Development Committee.

Position Reports to: Events and Donor Development Director
Positions Supervised: None

DUTIES AND RESPONSIBILITIES

Donor Development

- Collaborate with development team to cultivate deeper relations with donors and more comprehensive records of our donor relationships;
- Research potential or new donors for development team to invite into greater connection;
- Follow-up on prospective donors as directed by development team.

Donor Database

- Update and manage the donor database, including recognizing and capturing data from individual contributions, event invitees, guests, auction donors, tours, etc. to optimize the database's effectiveness;
- Coordinate timely, appropriate recognition for donations, including thank you notes, further research, and/or development team notifications;
- Work with the bookkeeper to ensure that donor pledges are recorded and collected, and that the database receipts reconcile to the accounting software monthly.

Event and Campaign Support

- Assist in the execution of events, campaigns, and other direct donor activities;
- Complete assignments related to specific and comprehensive event-related tasks (ie mailings, sponsorships, manage event volunteers, auction items, administrative);
- Manage various components of fundraising events, including but not limited to developing event collateral, maintaining guest lists, table assignments, sponsorship and pledge commitments, auction activities, etc.

Collaboration

- Meet weekly with development team to ensure coordination of the team's efforts, timing, and resources;
- Support the CEO and Events and Donor Development Director as their needs relate to the development effort;
- Assist with scheduling, preparation, and follow-up for Capital Development Committee meetings;

- As with all employees, additional related tasks may be assigned as needed.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree with minimum two years' experience in development/fundraising work, preferably in nonprofit context and including event management experience;
- Enjoys and engages in a collaborative, team-oriented environment;
- Excellent time management skills and ability to multi-task, organize, and meet deadlines;
- Detail-oriented;
- Excellent verbal and written communication skills ;
- Proficiency with Microsoft Word, Excel, PowerPoint and donor database software;
- Ability to aim for long-term goals while executing the necessary short-term achievements;
- Qualifying Level 2 background check.

WORK ENVIRONMENT

- Workplace is a residential group home for vulnerable, single pregnant women aged 18-25 and their babies.
- Workplace culture emphasizes healthy, trustworthy relationships, clear communication, conflict resolution skills, responsibility, and balanced responses to stress.
- Interactions with residents are professional, with boundaries that maintain the priority of Hannah's Home's mission.
- Light travel for events.
- Occasional lifting, carrying, pushing and/or pulling objects weighing up to 20 pounds.
- Dress code policy is business casual, unless specifically stated otherwise for an event. See employee handbook for specific guidelines.

This job description does not constitute an employment agreement between the employer and employee. This job description is subject to change by the employer at any time. Requirements are representative of the basic levels of knowledge, skills or abilities expected.