



**COMMUNITY RESOURCE CENTER
JOB DESCRIPTION**

POSITION:	Development & Special Events Coordinator	REPORTS TO:	CEO
		FLSA:	
JOB DESC. #:	DSEC	SALARY:	
GENERAL DESCRIPTION:	<p>Working within the Development and Marketing Department, the Development & Special Events Coordinator performs a variety of skilled administrative and clerical duties directly related to development activities. The Development & Special Events Coordinator is responsible for managing the timely entry, processing and acknowledgement of all gifts, pledges, pledge payments, donations, gifts-in-kind and other contributions. Additionally, the Development & Special Events Coordinator maintains the donor database, develops/sends mass mailings, assists and participates in special events, and develops effective working relationships with donors, volunteers and other supporters. May provide project support to additional development staff.</p> <p>This is an interim position for approximately 3 months, working 30-40 hours/week.</p>		
ESSENTIAL FUNCTIONS:	<p>Development Database:</p> <ul style="list-style-type: none"> • Maintain updated and accurate donor records in the development database (eTapestry) and produce reports and mailing lists • Responsible for gift processing and daily reporting and reconciliation with the Accounting department • Coordinates with Accounting to ensure gifts are booked to proper budget lines, monthly reconciliation is conducted, and unified data management processes are followed. • Conduct data research and analysis as well as tracking and reporting of prospects and donors • Prepare accurate acknowledgment correspondence for donations with an appropriate signature or handwritten note for all donations • Assist with annual appeals by mail and through electronic communication and social media • Provide monthly reports of donations received for Board meetings <p>Acknowledgement/Stewardship:</p> <ul style="list-style-type: none"> • Produce timely donor acknowledgement letters and receipts for all gifts • Work with Director of Development to coordinate receipting and gift acknowledgement needed for each event/campaign • Manage the pledge reminder and collections process, prepare monthly pledge reminder letters to past due donors; prepare monthly past-due and collections reports for Director of Development • Interact with donors, program staff, development staff, and accounting staff as necessary to clarify donor intention or any other questions related to contributions • Field donor inquiries regarding donations and acknowledgments and demonstrate exemplary customer service in all exchanges 		

	<p>Donor Cultivation & Retention:</p> <ul style="list-style-type: none"> • Perform donor outreach, cultivation and retention activities as assigned in Strategic Development Plan • Initiate and manage third-party fundraisers in collaboration with development staff • Participate in fundraising events planning, execution and follow-up. <p>Marketing & Special Events Support:</p> <ul style="list-style-type: none"> • Coordinates with Marketing & Events Manager to assist with the marketing activities of CRC which may include website updates, social media, email, advertising, direct mailing, and printing activities • Assists with special events, providing administrative and registration support for donor cultivation events, annual gala and other fundraising events <p>Other duties as assigned by the CEO.</p>
<p>KNOWLEDGE, SKILLS, AND ABILITY:</p>	<p>Knowledge:</p> <ul style="list-style-type: none"> • Highly organized, with exceptional attention to detail and accuracy and follow-through; ability to manage multiple deadlines efficiently and simultaneously, in both team and independent situations critical to this position • Strong independent problem-solver • Proficiency in eTapestry donor management database, or equivalent relational database experience, and MS Word, Excel, and PPT required • Flexible, adaptable and responsive to changing needs and conditions <p>Skills:</p> <ul style="list-style-type: none"> • Strong communication, interpersonal and customer service skills required • Excellent database, research, writing and editing skills required • Ability to work well with volunteers, donors and external constituents • Discretion in handling confidential information • Experience in database/gift entry in a nonprofit organization required • Experience with fund raising events preferred • Social media and web content experience preferred
<p>EDUCATION & EXPERIENCE :</p>	<p>Education:</p> <ul style="list-style-type: none"> • Bachelor’s Degree or equivalent <p>Experience:</p> <ul style="list-style-type: none"> • Two or more years of experience in a nonprofit or professional office setting and specific skills in donor management, research, and correspondence required.
<p>PHYSICAL LIMITATIONS:</p>	<p>May:</p> <ul style="list-style-type: none"> • Sitting long periods of time • Repetitive finger, hand, & wrist motion • Staring at a computer screen long periods of time • Other physical requirements involve walking, stair climbing throughout a regular workday • Good Vision and Hearing

I can perform the following job duties: <input type="checkbox"/> without accommodation <input type="checkbox"/> with accommodation. If so, please specify:			
This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.		MISSION <i>Creating paths to Safety, Stability, and Self Sufficiency</i>	
Signature			Date
Print Name			
FILING APPLICATIONS Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment.			
POSITIONS REQUIRING DEGREE/ CREDENTIAL Where required, an official transcript from an accredited college or university and/or Credential must accompany the application. Applicants who fail to comply with this requirement will not be eligible for interview.		INTRODUCTORY PERIOD All positions have an initial introductory period of 60 days.	
BENEFITS Vacation; sick leave; 10 holidays; medical; dental; life insurance, IRA. Benefit eligibility is the 60 th day from the date of hire.		CITIZENSHIP/IMMIGRATION STATUS In accordance with the Immigration Reform and Control Act of 1986, Community Resource Center hires only U.S. citizens and others lawfully authorized to work in the U.S.	