

Department	Development	
Job Title	Development Coordinator	
Reports to	Director of Development	
Travel Required: ✓ Local	Type of position: ✓ Full-time, Non-Exempt	Hours: ✓ 40 hours per week ✓ 8am – 4:30pm M-F Some evenings and Saturdays as scheduled.

GENERAL POSITION DESCRIPTION

As a member of the Development team, the Development Coordinator helps with organizational efficiencies and effectiveness by coordinating, facilitating, and providing administrative support for the Development Department, including donor stewardship, standard operating procedures, data entry, research, fundraising, and event assistance. The Development Coordinator is a dedicated team player, has excellent oral and written communication and interpersonal skills, and maintains a high level of confidentiality of donor records.

ROLES & RESPONSIBILITIES

- Coordinates the Donor Stewardship plan
 - Maintains DonorPerfect database including all gifts, pledges, and donor contact information.
 - Acknowledges donor gifts and pledges within 48 hours of receipt.
 - Develops an annual fact sheet of donor data and retention.
 - Updates donor acknowledgment template quarterly.
 - Conducts monthly audits of the donor database in cooperation with the accountant to maintain accuracy in reconciling donor entries.
 - Coordinates all donor direct mail appeal communications
 - Creates a quarterly CLD organizational electronic or print donor newsletter.
 - Supports the team with all donor-giving campaigns, tracking and reporting.
 - Supports the team with all donor recognition activities.
- Collaborates with Manager of Grants and Administration to implement the grants stewardship plan.
 - Assists with collecting CLD information to write grant reports.
 - Assists with communicating with relevant staff regarding all grant approvals received and co-facilitating (along with the Development Director) monthly grant management/update meetings with relevant staff.
 - Tracks and documents all awarded grant information (including award letters, required deliverables, metrics, progress updates, etc.) in monday.com and DonorPerfect.
 - Collaborates with accounting to reconcile grant budget reporting for required grant reports.
 - Collaborates with Data & Evaluation to use program data to demonstrate impact in grant reports.
- Administration
 - Provides administrative support to the Development team for the distribution of CLD marketing and materials collateral, including large mailings to stakeholders and other external parties.

- Provides administrative support to Director of Development in the effective execution of all foundational fundraising events, including preparing invitations, tracking RSVPs for various events and determining final counts for attendance/reservations.
- Creates and maintains the Development Department Gantt Chart/Calendar.
- Creates and maintains the Development Department library of Google forms (job requests, surveys—donor, alumni, corporate partners, etc., data analytics for trend reports, ROI reporting, etc.)
- Develops and maintains Standard Operating Procedures for all major Development Department activities (fundraising events, pledge process, Donor Perfect management, gift acknowledgments, etc.). as assigned in Monday.com by the Director of Development.
- Provides design, inventory, and distribution support to the Manager of Marketing and Communications for flyers, brochures, and other collateral as needed.
- Collaborates with accountant and Manager of Events and Sponsorships to send pledge reminders to sponsors and partners with 30-60-90-120 day notifications.
- Performs specialized fundraising activities in direct support of the accomplishments of the advancement of CLD’s mission and program objectives as needed.
- Complies with mandatory attendance at the following annual CLD events: all CLD graduations, Minority Achiever’s Awards and Scholarship Gala, College Prep Conference, and Indiana Black Expo.
- Follows professional personal presentation standards and adheres to the dress code policy

WORK EXPERIENCE AND SKILLS REQUIREMENTS

- Minimum 2 years of experience in research, writing, and reporting.
- Minimum 2 years of experience in database management.
- Some knowledge of DonorPerfect database.
- Some knowledge of program management.
- Proficient in MS Office.
- Ability to effectively use a variety of office equipment such as multi-line telephone, copier, and fax.
- Functional skills with Windows 10, and Microsoft Office, particularly Word, Excel, and WordPress.
- Familiarity with Monday.com project management web application.
- Familiarity with email marketing such as Mailchimp.
- Working knowledge of Canva, and simple graphic design.
- Working knowledge of Adobe creative services such as InDesign publishing software.
- Attention to detail to ensure accuracy in senior-level decision-making.
- Strong organizational and communication skills with excellent grammar.
- Ability to speak with tact, diplomacy, and persuasiveness both in person and on the telephone.
- Ability to work collaboratively and courteously with colleagues from diverse backgrounds throughout CLD and the public.
- Commitment to CLD’s mission and values.

ATTRIBUTES

- Communicator. Excellent verbal and written communication skills.
- Self-starter. Takes the initiative to not only identify a problem but work to solve it.
- Team player. Works well independently, but recognizes the value of working with teams.
- Flexible. Must be willing to learn quickly and respond to changing environment.
- Efficient. Able to multi-task, prioritize and manage multiple projects in a fast-paced, customer-oriented environment while being detailed and highly organized.



CENTER FOR LEADERSHIP DEVELOPMENT

Cultivating Character / Empowering Youth / Enriching Community

- Passion. Must be excited about the CLD mission and the youth we serve.
- Character: Impeccable

EDUCATION and/or CERTIFICATION REQUIREMENTS

- BA or BS degree in any field.
- Valid driver's license

PHYSICAL REQUIREMENTS/DEMANDS

- Generally sedentary work, remaining in a stationary position for long periods of time. Events require physical exertion, including lifting boxes and tubs, moving chairs and tables, and loading and unloading supplies.
- Position requires working evenings and weekends and a commitment to this schedule.
- Must have reliable transportation.

WORK ENVIRONMENT

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, printers, scanners, laminators, and photocopiers.

Please note 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.

This job description has been approved by all levels of management:

Manager _____

HR _____

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

Employee _____ Date _____