

# Development Coordinator



**Department:** Development Coordinator

**FLSA Status:** Non-exempt

**Reports to:** Development Director

**Date:** 4/8/2025

## POSITION SUMMARY:

To further the mission of Camp Anokijig supporting the organization's fund development program. Reporting to the Development Director, the Development Coordinator will have responsibility for managing Camp's donor database, supporting Camp's annual and capital fund development campaigns, supporting special events, and providing administrative support. The Development Coordinator will also complete other duties as assigned by development director. Non- Exempt 30hrs per week position.

## ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Database management**
  - Maintain, manage and preserve the integrity of the donor database (eTapestry)
  - Manage data entry for all financial and in-kind contributions and pledges
  - Create and update constituent records
  - Generate donor acknowledgement letters and gift receipts for cash and in-kind contributions within 72 hours of receipt
  - Create queries, exports, and customized reports for development and organizational purposes
  - Complete monthly reconciliation of all donations with finance team to confirm accuracy and integrity of data and ensure donor intent of contributions received.
  - Assist in maintaining development webpages and related social media content.
- **Support special events**
  - In partnership with the Development Director and Event Coordinator assist with all components of special events.
  - Coordinate logistics in conjunction with the Event Coordinator for community events that support fund development activities.
  - Attend fundraising events as scheduled. Evening and weekend hours as necessary.
- **Fundraising**
  - Coordinate creation and execution of all stewardship and solicitation letters
  - Manage mailings, mass emails, and mass texts focused on events and fundraising campaigns
  - In partnership with marketing manager, coordinate all event- and fund-raising-related social media campaigns
  - Cultivate and steward donor relationships as directed by development director
  - Manage donor inquiries and requests, troubleshoot in collaboration with development director
- **Administrative support**
  - Provide administrative support of the development team, as needed.

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## QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

### EDUCATION/CERTIFICATION/LICENSURE

- Bachelor's degree in marketing, communications, nonprofit management, preferred.

### EXPERIENCE, KNOWLEDGE & SKILLS REQUIRED:

- Minimum of two years' experience in a data management role preferred
- Knowledge and experience with data entry, preferably for nonprofit organizations
- Aptitude for computers and Microsoft Office suite
- Experience working on special events preferred.
- Attention to detail
- Experience working with youth in a camp or service delivery setting preferred
- Ability to maintain confidentiality of privileged information required.
- Ability to lift and move up to 50 lbs.

## INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The company reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist the company in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the company. Position descriptions are not intended as and do not create employment contracts. The company maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.

### EMPLOYEE ACKNOWLEDGEMENT

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

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Employee printed name

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Employee signature

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Date