



Development Coordinator

Position: Development Coordinator

Classification: Full-time, Exempt

Supervisor: Director of Development & Community Relations

Position Summary:

The Jimmie Hale Mission's Development Coordinator role will support all fundraising and donor relation efforts.

Duties:

- Assist with fundraising efforts, including capital campaigns, planned giving, fundraising events, cultivating and stewarding current donors, and acquiring new donors.
- Plan, manage and execute all fundraising events.
- Working with the Advancement team, expand all current fundraising efforts.
- Serve as the organizational liaison to the Young Professional Board.
- Maintain and update all donor records in Kindful CRM.
- Engage, retain, grow current donor base, acquire new donors, recapture lapsed donors.
- Maintain and build relationships with all donors, including legacy, annual, monthly.
- Track donor relationships and history through accurate and comprehensive data entry and reporting in the donor database.
- Build relationships and solicit donors through in-person visits, telephone calls, direct mail, and email communication.
- Preparing daily and monthly reports for current and lapsed donors.
- Manage all aspects of donor correspondence.
- Attend outreach events and community functions as assigned.
- Performs other job duties as assigned.

Skills & Abilities:

- Excellent organizational and intrapersonal skills
- Highly organized and detail-oriented
- Knowledge of nonprofit fundraising
- Excellent verbal and written skills

Qualifications:

- Bachelor's degree in related field preferred, and (2) years of related experience preferred. Work experience may substitute for education requirements.
- Experience in development and community relations.
- Experience working in a nonprofit organization.
- Must have a valid driver's license and transportation.