



Job Title:	Development & Stewardship Coordinator
Location:	Mt. Gilead, OH
Job Class:	Full-time
Reports to:	Development Team Lead
Team/Function:	Development Team

Development & Stewardship Coordinator

The primary role of the **Development and Stewardship Coordinator** is project management, special event coordination, donor stewardship and administrative duties for the FHF Development and Marketing teams. The Development and Stewardship Coordinator must be highly organized, possess excellent time management skills, be astute at providing superior customer service and have a strong ability to multi-task within deadlines.

As the Development and Stewardship Coordinator you enjoy interacting with donors, managing multiple projects with ease and flexibility and thrive in an ever-changing environment. You understand the importance of the role in the overall success of the organization by demonstrating a priority to stewarding donors and stakeholders, taking initiative wherever needed to support the goals, deadlines, and projects of the team and the organization. Applying your experience, you effectively conduct and coordinate communicating donor touchpoints, (acknowledgement letters, donor thank you calls, etc.) as well as database management including managing donor data and numbers as they will work closely with the finance team on donor reconciliation projects. You enjoy creating experiences to connect the impact of FHF to the donors (e Camper Family phone-a-thons, sending updates and photos from camp to donors, etc). You thrive in the fast-paced, entrepreneurial spirited team environment. With your desire to learn, you strengthen your communication and project management skills while being nimble to, new ways of working. With this, you demonstrate ways to support development efforts independently, foresee donor needs intuitively and have an inviting personality with strong communication skills for interaction with a variety of constituents, both internally and externally. Some evening and weekend work is required, primarily to support fundraising and cultivation events while often collaborating cross departmentally with the medical, program and facilities teams.

Team / Function Overview:

This position will work within the Development Team. The **Development Team** is responsible for generating \$3.5M+ in contributed income annually in addition to \$585K in gifts in kind to support Flying Horse Farms' mission with a long-term goal to raise \$5M. By engaging donors with camp through cultivation, stewardship, data analysis and authentic experiences, a donor journey is created.

This position will work collaboratively with the Communications Team. The **Communications Team** supports the mission of camp through marketing and communication strategies of storytelling, impact messaging and brand awareness. The communications team creates print and electronic materials to connect with our campers, families, volunteers and other important stakeholders, engage and retain donors and increase awareness in Ohio and beyond.

Date Created/Updated: 9/10/2019

Approved By: ND, JB, CC

Posted Date: 9/13/2019

Filled By:

Key Responsibilities:

- Manages and maintains all donor records (electronic and file) by participating directly in data input and monitors standards to ensure consistency, accuracy, integrity and confidentiality of data.
- Records and acknowledges all gifts in a timely (48 hours), accurate and donor-centric fashion. Writes and proofs materials integral to donor communications (such as acknowledgements) and coordinates proposals and gift agreements.
- Identifies and coordinates stewardship opportunities to engage donors including but not limited to assisting Board members with thank you notes, sending photo and story touchpoints formally and informally, coordinating stewardship events/experiences.
- Conducts prospect research including preparation of donor reports, online research and maintenance of database reports; provides briefings on prospect research when applicable.
- Works closely with development and marketing teams by serving as the primary point person responsible for sourcing, identification and securing potential guest speakers, camp families and donors for events.
- Independently manages the planning of meetings, travel, and other administrative logistics for the development team.
- Assists in special event execution including sending invites, collecting rsvp's, managing volunteers, general set up, etc.
- Creates templates, queries, reports and exports with development officers including regular reconciliation of contributed revenue and generation of mailing lists and donor listings for publications and events as required.
- Is cross trained in additional databases used at FHF to ensure seamless integration of data across platforms
- Ensures volunteer data is handled appropriately in relation to Development needs
- Serves as a point person for Finance Department audits and monthly reconciliations
- Other duties as assigned

Required Skills & Experience:

- General understanding of fundraising principles and methodologies
- Excellent customer service skills
- Proficient in database management, report generation and prospect research;
- Excellent computer skills including Microsoft Word, Excel, PowerPoint and Outlook
- Professionalism and high self-efficacy to exhibit optimism, energy and enthusiasm
- Ability to work both independently and in a team environment
- Ability to meet deadlines and goals
- Self-motivated and can adapt to fast-paced, quickly changing environment
- Strong interpersonal and communication skills
- Strong organizational skills and advanced attention to detail
- Ability to work evenings and weekends to support fundraising and development efforts as needed.

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Preferred Skills & Experience:

- Bachelor's degree from four-year college or university; minimum 2 years of development or related experience.
- Experience in the non-profit sector
- Experience with Raiser's Edge software or equivalent
- Ability to work comfortably in a virtual environment.

Expectations & Requirements for all Flying Horse Farms Staff:

- We live our Values. We are each responsible for knowing our values and nurturing our culture:
- **We are All In.** We demonstrate a willingness to do what it takes to get the job done, we are supportive and loyal, show up present and ready and we are passionate about "Campers First."
- **We have an Attitude of Optimism.** We find what's working and make more of that happen, demonstrate adaptability within ambiguity, spread joy and hope and ensure everyone we interact with feels "Welcomed Home."
- **We are Trustworthy.** We are consistent, dependable and steady, truthful and operate with transparency, take ownership for our work and "See the Best" in others.
- **We Take Initiative.** We are driven, work towards goals with fortitude, pay attention to details and find innovative solutions with "Fearless is Free" attitudes.

How to Apply:

- Send cover letter and resume to careers@flyinghorsefarms.org

Flying Horse Farms provides magical, transformative camp experiences for children with serious illnesses and their families – free of charge. Located on 200 acres in Mt. Gilead, Ohio, camp first opened its gates in 2010 and hosts about 900 children and families each year.

Flying Horse Farms is the first camp in the Midwest to become a full member of the SeriousFun Children's Network. Founded in 1988 by actor, philanthropist and Ohio native Paul Newman, the Network is a community of independently managed and financed camps and programs creating opportunities for children with serious illnesses and their families. The Network has evolved from one camp to a global community serving one million children and families across five continents.

The children who attend camp have illnesses including cancer, heart conditions, rheumatoid arthritis, blood disorders, asthma, gastrointestinal disorders and facial anomalies.

At Flying Horse Farms, for a weekend or week at a time, being sick takes a backseat to being a kid. And fun is priority number one. Campers participate in activities like swimming, boating, fishing, archery, high ropes and arts and crafts. Campers receive first-rate care at our on-site health center, staffed 24/7 by medical professionals from children's hospitals across Ohio and beyond.

Flying Horse Farms is an ACA-Accredited Camp with the American Camp Association.

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