

Development Coordinator

Classification: Exempt, Full-time

Salary Range: DOE

Department: Advancement

Reports to: Director of Development

Date: May, 2021

**Summary/**Objective:

The **Development Coordinator** is responsible for supporting the execution of Camp Korey’s development plan with a focus on donor stewardship, annual giving programs, and events. Reporting to and working directly with the Director or Development (DoD), the Development Coordinator will play a vital role in growing the philanthropic revenue for Camp Korey. In collaboration with the DoD, responsibilities include meeting or exceeding the annual fund fundraising goals; acknowledging, stewarding and growing annual fund contributions; developing and successfully implementing all special events; representing the organization to donors, vendors, and the public; producing various fundraising-related collateral; entering data into the donor database; and managing event volunteers. The successful candidate demonstrates exemplary customer service skills and finds joy in communicating with donors and camper families. They will be self-motivated, creative, collaborative, and willing to take complete ownership of critical duties.

**Essential Functions:**

* Identify potential mid-level and major donors, research those prospects, and make recommendations for upgrading them.
* Organize and participate in donor phone calls, meetings, and tours as needed.
* Help implement a moves-management system that would increase the overall level of giving.
* Support management and implementation of Camp Korey’s Annual Giving program, including direct mail, in-kind donations, workplace giving, events, and online giving.
* Work with DoD to establish long term goals and objectives for camp sustainability through diversification of funding sources.
* Coordinate cultivation and stewardship meetings with major donors for DoD, CEO, and Board leadership.
* Oversee stewardship plan and special stewardship projects.
* Develop creative strategies for new donor acquisition.
* Assist in the creation of external content and collateral for the Development department, including but not limited to appeals, newsletters, social media, website, and invitations.
* Act as a spokesperson for the organization as needed to bring in funding, volunteers, etc.
* Prepare reports
* Support the mission of Camp Korey with other duties as needed

**Qualifications:**
Required Education, Training and Experience:

* High School diploma
* Associate’s Degree
* Two or more years’ experience in a non-profit setting
* Proficiency with Microsoft Office programs and donor databases

Preferred Education, Training and Experience:

* Bachelor’s degree in Communications, Philanthropy, Marketing, Journalism, or related field.
* Experience with Blackbaud Raiser’s Edge database

Key Competencies

Should have the following qualities, knowledge, and/or experience:

* Exceptional written and verbal communication skills required. Demonstrated ability to write clear and persuasive proposals.
* Excellent time management skills and a high degree of organization and careful attention to detail,
* Ability to multitask, and to prioritize and manage multiple projects and deadlines.
* Familiarity with Camp Korey’s primary service area (Puget Sound) and SeriousFun Children’s Network preferred.
* High energy and passion for Camp Korey’s mission is essential.
* Computer literacy and proficiency in the Microsoft Office suite, including: Word, Excel, and PowerPoint.
* Self-disciplined, self-motivated, and goal-driven; able to work with a high degree of independence as well as part of a team.
* Ability to appropriately handle confidential matters and information.
* Flexibility and willingness to assume new tasks and special projects.
* Ability to participate in cross-agency projects, using tact and diplomacy.
* Ability to effectively identify, analyze, and solve problems.
* Knowledge of general nonprofit best practices and IRS guidelines regarding contributions to non-profit organizations and 501(c)(3) structure.

Work Environment:

Work is regularly performed in office environments routinely utilizing standard office equipment, computers and phones.

Working outside will sometimes be necessary, in various weather conditions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be provided.

While performing the duties of this job, the employee is regularly required to speak, talk and hear, and is frequently required to, sit, use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms; bend; lift, carry, move, push and pull up to 10 lbs. Specific vision abilities require by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Position Type/Expected hours of work:

This is a full-time position. Standard days and hours of work are Monday through Friday, 8:00 to 4:30 p.m. However, the position requires the ability to work during non-standard hours including nights and weekends on short notice as the need arises.

Travel:

Local travel will be required, primarily during the day. Limited out-of-area or overnight travel may be expected.

Additional Eligibility Requirements:

* Valid driver’s license
* Background check
* Current Vaccinations
* CPR/AED/First Aid Certification

EEO Statement

Camp Korey is an equal opportunity and affirmative action employer. We do not discriminate in recruiting, hiring or promotion based on race, color, ethnic or national origin, genetic information, religion, sex, sexual orientation, gender identity or expression, marital status, pregnancy, age, military or veteran status, leave status, or the presence of any mental, sensory or physical disability, or any other status or characteristic protected by local, state, or federal law. In addition, Camp Korey will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. These policies govern all aspects of employment, promotion, assignment, discharge, and other terms and conditions of employment. We value a diverse workforce and encourage any and all qualified candidates to apply.

Other Duties:

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.

Signatures:

This job description has been approved by management:

Director of Development \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements,

essential functions, and duties of the position.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_