



Position Title: Development Coordinator
Status: Salary, Full Time
Supervised by: Director of Development
Supervises: None

Position Summary:

The Development Coordinator will be responsible for implementing donor cultivation through the donor acknowledgement and recognition guidelines. Works closely with the Director of Development to implement and execute strategies designed to support current organizational financial needs and accelerate future growth. Interact with staff, volunteers, partners and donors. The Development Coordinator also offers administrative support to the House of Refuge Development office, which brings in money and resources from donors to sustain growth. The Development Coordinator handles a variety of tasks related to corporate, foundational and individual giving. Much of the day's work is spent managing relationships with current and prospective donors, bolstering membership and researching ways to bring in additional funds.

Duties and Responsibilities:

- Track philanthropic requests, pledges and contributions
- Manage and update donor database (DonorPerfect).
- Respond to member queries
- Fill in for Director of Development as needed for networking/educational/marketing events
- Coordinate and create agendas for Committee meetings
- Liaison 3rd party fundraising initiatives including ensuring in-kind is properly tracked and receipted as applicable
- Coordinate Director of Development's calendar with internal and external meetings, scheduling appointments, taking phone calls and assisting with updating donor information in DonorPerfect including scheduling routine follow-up, in order to maintain an accurate database to solicit additional funding and to ensure the effectiveness of solicitations.
- Assisting in preparation of weekly, monthly and annual reports as designated by Director of Development.
- Assist in the onboarding process of the House of Refuge Ambassadors
- Assist with planning of fundraising events
- Managing donor lists and preparing mailing materials like invitations and solicitations
- Attend and participate in monthly Development Department, House of Refuge staff and Committee meetings.

- Assist the Development Department in designing and attaining program goals and objectives for the benefit of House of Refuge.
- Consistently demonstrates knowledge of all House of Refuge Volunteer programs, policies and procedures, American Disability Act, in addition to providing residential and volunteer confidentiality and professional boundaries.
- Perform other duties as assigned.

Education/Experience:

- High school diploma or GED.
- Computer literacy required. Excel and Volunteer Management experience preferred.
- Must successfully pass a back ground check and State of Arizona Department of Public Safety finger print clearance.

Knowledge/Skills/Abilities

- Must be self-directed and self-motivated
- Acknowledges the legal responsibility to maintain confidentiality in all written and verbal information and communication they receive.
- Must possess strong aptitude to manage multiple people and projects simultaneously.
- Must demonstrate excellent oral and written communications skills.
- Must be detail oriented, highly organized, and willing to work as a team player.
- Must be able to consistently develop and meet deadlines, sometimes multiple in number.
- Must communicate with residents, staff, volunteers and supervisors in a clear, concise and professional manner at all times.
- Must be able to demonstrate effective written and verbal communication skills.
- May require extended periods of walking, sitting, and standing.
- Must have the ability to lift at least 40 lbs.
- Must be able to demonstrate excellent customer service skills at all times.

Hours:

Full-time Monday through Friday, 8AM – 5 PM. Must be willing to work occasional weekend and evening hours as requested.