



## Philanthropy Coordinator

### About The Center at Belvedere

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The Center is a nationally accredited, award-winning nonprofit that creates opportunities for healthy aging through social engagement, physical well-being, civic involvement, creativity, and lifelong learning. The organization has served our community since 1960; its new home, The Center at Belvedere, is designed to be a modern, vibrant community hub.

We are committed to creating an environment that is welcoming, just, equitable, and inclusive, without biases or discrimination based on differences of any kind. We are looking for people to join us in this effort; the only healthy environment is one that reflects and respects the rich diversity of the communities we serve.

### About the Job

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We rely on philanthropy to support 60% of our annual operating budget. The Philanthropy Coordinator position is key to advancing our mission. Reporting to and working closely with the Philanthropy Director, the Philanthropy Coordinator manages a wide range of activities, including coordinating annual giving campaigns and managing our CRM database and donor relations efforts while advancing crucial administrative processes that support The Center's overall fundraising success. Other responsibilities include training staff and volunteers to effectively interact with our CRM database, creating and running financial reports, working with vendors, managing budget expenses, conducting research, and helping with fundraising events.

In return we offer an environment where everyone's opinion matters, where new ideas are welcome, and where everyone appreciates the value of a healthy work-life balance. Opportunities to assume responsibilities across a wide range of fundraising, relationship building, and management activities are available.

### About the Ideal Candidate

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You are an energetic, motivated team player who can ably manage multiple projects with competing deadlines to their successful conclusion. You want to strengthen your fundraising skills in a supportive, professional environment and appreciate having a real impact on people's lives. You are a database whiz who thrives in a fast-paced environment that requires both individual and collaborative efforts. You are dedicated to providing excellent customer service, value differences in people, and write well, and MS Office is second nature to you.

#### **Qualifications**

- Strong computer skills, particularly database experience; DonorPerfect or other CRM database experience preferred
- Minimum two years fundraising or related experience
- Bachelor's degree or equivalent combination of education, training, and experience
- Proficiency in MS Office Suite

#### **Knowledge, Skills, and Abilities**

- Strong organization and time management skills
- Excellent written and verbal communication skills
- Dedication to excellent customer service
- Responsive, action-oriented person who can work independently and collaboratively

### **Essential Responsibilities**

- Database management, gift processing, and reporting
- Database training for team members and volunteers
- Management of annual giving program, including direct mail and online solicitation, in collaboration with Philanthropy Director
- Donor relations, including gift acknowledgement and stewardship events

### Salary Range & Benefits

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This position is full time at 40 hours per week, with a benefits package that includes health and dental coverage, a matching 403(b) plan, vacation, sick leave, and national holidays. Salary range is \$45K–50K, commensurate with experience.

### To Apply

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Are you the one we're looking for? Please email your resume and a cover letter to Philanthropy Director Melanie Benjamin at [melanie@thecentercville.org](mailto:melanie@thecentercville.org) with "Center Philanthropy Coordinator" as the subject line. In your cover letter, please speak directly to your experience and your interest in working with The Center.