



POSITION DESCRIPTION

PHILANTHROPY COORDINATOR

revised May 2021

Type of Position: Exempt, Full Time
Immediate Supervisor: Philanthropy Director

Qualifications:

Required: Commitment to the mission of The Center, strong computer skills, particularly database experience; minimum two years of fundraising or related experience; and excellent written and verbal communication skills. This role requires a responsive, action-oriented person dedicated to extraordinary customer service with strong organizational and time management skills who can operate independently and as a collaborative team member within a fast-paced environment. Proficiency with MS Office. Bachelor's degree.

Preferred: Previous experience in DonorPerfect or other CRM database management, volunteer and donor engagement, special events, and prospect research.

Physical: Frequently uses hands to use keyboard and other office machines. Occasionally performs physical projects, e.g., moving tables and chairs for special events.

Position Description:

Part of The Center's Philanthropy Team, the Development Coordinator is responsible for managing our CRM database (DonorPerfect) and donor relations efforts and supporting The Center's fundraising activities to benefit older adults in our community.

Database Management, Gift Processing and Reporting

- Responsible for DonorPerfect (DP) data administration, including maintaining data integrity and policies and procedures for data entry standards; managing user profiles and access; training team members and volunteers; and coordinating system updates with information technology support vendors
- Responsible for the timely and accurate entry of gifts and pledges into the DP database, and for regular communication with financial staff to review and report on entry of gifts and pledge payments
- Generate regular financial reports on giving totals, pledge reports, activity dashboards, monthly finance reconciliation

Donor Relations

- Write, manage, and execute timely and accurate gift acknowledgment letters to donors
- Organize annual donor stewardship events in coordination with Philanthropy Director, other team members, and volunteers
- Manage regular stewardship mailings (e.g. Thanksgiving card and Annual Fund donation letter)
- Work with Philanthropy Director to draft and send out quarterly update letters to donors and high-level prospects.
- Manage stewardship program for the Sustainers Circle (monthly donors)



Philanthropy Coordination

- Using DP, pull, review, edit, and coordinate delivery of direct mail, email solicitations, invitation lists, donor lists, and data to appropriate team members, vendors, and volunteers
- Record and capture timely and complete details of events, sponsors, constituent information, registration lists, and other fundraising activity into the DP database
- Mine DP data to identify potential donors and work with members of the Philanthropy team to determine solicitation strategies that encourage increased donations and donor retention
- Assist with individual, corporate, foundation, and civic group research, engagement, solicitations, correspondence, and reporting as assigned
- Draft copy for articles and updates used in newsletters and social media related to fundraising
- Support event and aligned philanthropy committees, including taking meeting minutes and assisting with event preparation and implementation
- Perform administrative duties including filing, copying, scanning, sorting, and mailing

Other Activities

- Manage philanthropy volunteers: develop positions, train them, and manage their schedules and priorities
- Represent The Center at community functions and networking events as assigned
- Follow the organization's Culture Document
- Other duties as assigned by the Philanthropy Director

The Center reserves the right to revise or change job duties as the need arises. The position description does not constitute a written or implied contract of employment.