



### *Job Description*

**TITLE:** Development Coordinator

**DEPARTMENT:** Development

**REPORTS TO:** Donor and Engagement Director (DED)

**WORK LOCATION:** Sheltering Wings, some remote work is possible

**DIRECT REPORTS:** None

**COMMITTEE INVOLVEMENT:** Development Committee

Compensation: \$21/hr. - \$23/hr.

**POSITION OBJECTIVE:** At Sheltering Wings (SW), our services for survivors escaping domestic abuse are reliant on a competent and compassionate staff, adaptable operations and inclusive practices. The Development Coordinator's (DO) primary responsibilities are to provide support to the development and engagement team by managing and coordinating activities related to an upcoming capital campaign and other development initiatives. The DA responsibilities will include data entry and tracking within CRMs, donor stewardship reporting, special events, meeting support and development initiatives. The DA will work with the Donor and Engagement Director (DED) to ensure the successful execution of projects, programs and events and to provide administrative support.

### **ROLES & RESPONSIBILITIES:**

#### Specific Duties:

- Support fundraising meetings and events; including creating, and managing guest lists, timelines, budgets, printed materials, registration, logistics, follow up and other related tasks
- Pull lists, run reports and coordinate tasks related to stewardship and donor relations initiatives
- Prepare and deliver donor reports, presentations, and other materials as required
- Manage donor data entry and maintenance, donor recognition tasks and tracking in an accurate, timely, and secure manner
- Ensure donor acknowledgements and other correspondence are sent in a timely manner
- Provide administrative and scheduling support to the Donor and Engagement Director and key fundraising staff.

### QUALIFICATIONS FOR THE POSITION:

#### **Required:**

- Bachelor's degree in Nonprofit Administration, Communications, or a related field
- In lieu of bachelor's degree, 3 years' experience in a structured organization.
- 2+ years of experience in an administrative or development support role or similar transferable experience.
- Excellent organizational and time-management skills.
- Able to work independently and as part of a team.
- Excellent written and verbal communication, specifically including comfort with phone calls and email communication, interpersonal, and problem-solving skills.
- Ability to work occasional evenings/weekends.
- Proficiency in Microsoft Office and other donor management software.
- Ability to multi-task, delegate and prioritize tasks.
- Must have valid a valid driver's license and insurance approval to drive company vehicle.
- Honor SW Mission, Vision and Statement of Faith.
- Must maintain composure and professionalism in highly stressful situations and balance multiple priorities effectively.

#### **Preferred, but not required:**

- Experience with Donor CRM (Raiser's Edge NXT)(iWave)
- Experience working on capital or multi-year fundraising campaign
- Experience in administrative support role for fundraising or similar team

The above description covers the most significant duties performed to fulfill the mission of SW but does not restrict leadership's right to assign or reassign other reasonable duties, responsibilities, or expectations to this job at any time, with or without advance notice. The information contained in the job description is for compliance with the American with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and may be assigned.

**Physical Requirements of Position:**

Must be able to sit and stand for extended periods of time, especially at events to recruit volunteers as well as have the ability to walk or move about the grounds of the shelter as needed. High energy as position does require the ability to motivate others. Must be able to operate vehicle for travel to and from client and community meetings and events in Central Indiana, with access to provide own transportation. This position requires the ability to lift up to 35lbs regularly and the ability to push and pull carts with heavy loads of items, along with the ability to place items on shelves and put away donations (including home furniture pieces) and the ability to climb stairs. While performing the duties of this job, the employee is regularly required to communicate, converse with others, express oneself and exchange information.

**Equal Employment Opportunity Statement:**

SW is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.