Development Coordinator

FLSA Classification
Non-Exempt, Hourly, Part-time

Pay Rate
$23 - $25 per hour

Reports to
Executive Director

Date
March 2022

JOB DESCRIPTION

Summary/objective
The Development Coordinator provides administrative support and is responsible for direct fundraising and development related tasks. The individual in this role works in tandem with the development team to build and enhance positive relationships with and secure philanthropic support from VSC’s alumnus, donors and partners. They assist with the planning, production, and deployment of VSC’s marketing, advertising fundraising and stewardship efforts including annual and capital appeals. The position is also responsible for database management and gift processing, mailings, donor acknowledgements, performance measurements and department reporting.

Essential functions
Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Oversee donor record entry in Salesforce, ensuring that development data is entered regularly and accurately.
- Produce contact lists for fundraising appeals and publications.
- Manage solicitation plans by entering and extracting information to and from the fundraising database.
- Draft gift acknowledgements and other correspondence.
- Track, analyze and report on fundraising performance, overall as well as specific appeal efforts.
- Manage/oversee the donor acknowledgement process for all gifts to all funds.
- Prepare high quality monthly, quarterly, annual and ad hoc reports as needed for development and related activity areas.
- Work with the accounting department on regular review and reconciliations.
- Works with the board development committee as needed.

Competencies
- Solid working knowledge of Microsoft 365.
• High level of comfort with database systems and an ability to extract data for the purpose of management reporting
• Knowledge of fundraising principles and ethics; discretion to handle confidential information
• Strong organizational and project management skills
• Exceptional writing, editing, and proofreading skills

Supervisory responsibilities (if any)
None

Work environment

• Work in an office environment within a creative community of artists and writers
• Work collaboratively with the development team and across all departments

Physical demands

• Able to remain in a stationary position, and be able to do administrative work in an office environment
• Able to travel throughout campus in northern Vermont weather conditions
• Frequently verbal communication with staff and donors

Travel required

None

Required education and experience

• Bachelor’s degree required
• 3 years of office experience as well as a general knowledge of non-profit fundraising
• Strong professional demeanor and interpersonal skills
• Ability to handle sensitive and confidential information
• Relevant experience in CRM data management and donation processing.

Preferred education and experience

• 3 - 5 years of successful development experience
• Salesforce experience
• iWave experience

Other duties

Like all staff, the Development Coordinator must be available to answer questions, maintain a comfortable and appropriate working atmosphere, and foster high morale among VSC’s residents and staff.

All VSC staff are expected to pitch in and help support team members when needed. From sweeping the porch and weeding the garden, from greeting guests as they arrive to cleaning studios after they leave, VSC residencies are a team effort, and we all work together to have
things go with flying colors. We support each other in our daily operations by asking for help when it’s needed, offering help without being asked, sharing responsibilities, acknowledging the good work of others, and helping to create a culture we are all proud to be a part of.

This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the position. Duties, responsibilities, and activities may change at any time with or without notice.