Position: Development Coordinator
Reports to: Development Director
Full-time (40 hrs/week)

Summary of Position: The Development Coordinator participates as a member of the Center’s development and communications team, providing critical leadership in the areas of donor stewardship, donor tracking, appeals, and communications. They process donations, manage the donor database, oversee appeals, execute the communications strategy, support events and other development functions, and accomplish other important tasks as needed.

Roles and Responsibilities:
- Process donations; maintain donor database (Little Green Light); produce acknowledgment letters. Manage donor filing system. Conduct prospect research. Coordinate donor visits.
- Oversee spring, summer, and fall appeals; lead the creation and execution of all organizational fundraising campaigns and appeals.
- Research and implement diverse and effective types of fundraising.
- Support the grant, events and business partnership functions.
- Work with program and development staff to create and deploy beautiful and effective communications. Develop, implement, and monitor communications strategy, including press releases, printed materials, posters, invitations, event collateral, social media, e-newsletters and blog. Oversee the production of the Impact Report.
- Participate in the development and monitoring of the strategic plan and long-term development planning.

Requirements:
- Minimum two years’ experience working in development or communications.
- Excellent verbal and written communication, public speaking and computer skills, including database management.
- Experience with Little Green Light, Canva, Mailchimp, and social media platforms.
- Strong time management skills, problem solving ability, and attention to detail.
- A passion for community food systems.

The Intervale Center is an Equal Opportunity Employer. To apply, please send a cover letter and resume to jobs@intervale.org by March 8. Compensation is $21-23/hour and includes health, dental and limited wellness benefits. Position is based in Burlington, VT.