

Development Coordinator

Reports to: Associate Director of Development

Position Status: Full Time, Non-Exempt

Momentous Institute is seeking an experienced Development Coordinator to join our team. Founded in 1920, Momentous Institute offers comprehensive education and therapeutic services to over 5,500 children and family members each year. Our focus is on building and repairing social emotional health so families can achieve their full potential. With an emphasis on innovation, collaboration and training, Momentous Institute offers a truly dynamic work environment.

The Development Coordinator is responsible for managing, coordinating, executing and documenting the following critical development functions: gift processing, donor acknowledgements, data base coordination and assistance with collateral development. Additionally, this position serves to provide administrative assistance to the Director of Development & Strategic Partnerships. All tasks are designed to further the relationship between Momentous Institute, Salesmanship Club, donors and prospective donors.

Responsibilities:

DATA COORDINATION

- Maintain current organized records in database and on server, including major gift and grant proposals, donor information, gift tracking and reporting.
- Utilize Raiser's Edge to manage all development data, including any data entry, data imports, generating reports, running basic analytics and generating mailing lists.
- Ensure comprehensive and clean data entry and maintenance of data in Raiser's Edge.
- Collaborate with other teams that hold data on effective design and data import processes through Blackbaud plug-ins into Raiser's Edge.

GIFT PROCESSING

- Ensure proper and prompt entry of donor gifts into Raiser's Edge and maintain individual, electronic donor files.
- Work with the finance team to maintain clear lines of communication about accurate gift entries into Raiser's Edge.
- Prepare acknowledgement letters and other correspondence; donations are to be acknowledged promptly in accordance with Gift and Grants Processing Procedures.
- Provide input into internal gift processing procedures.

PROJECT MANAGEMENT

- Coordinate with Development, Communications and Accounting teams to prepare final lists for newsletters, annual reports, sponsorships, annual appeals and other mass mailings.
- Coordinate the annual Christmas Letter Giving Program for Club members.
- Assist the Development Team with coordination of collateral pieces for development-related events in collaboration with larger communications effort.

ADMINISTRATIVE COORDINATION

- Work with Development staff to maintain coordinated calendars.
- Coordinate Development Committee meetings and initiatives including agenda development, hand-outs, meeting room set up and clean up, minutes, support and communication.
- Assist the Director of Development & Strategic Partnerships with meeting preparation and follow up, scheduling, and other administrative duties as requested.

OTHER DUTIES

- Complete other tasks as requested by Director of Development & Strategic Partnerships or Associate Director of Development.
- Assist teammates with other fundraising projects as requested.

Qualifications:

- A Bachelor's degree or higher.
- Advanced knowledge of Microsoft Office applications (Word, Excel, PowerPoint).
- Advanced knowledge and proficiency in Raiser's Edge.
- Strong written and oral communication skills including ability to edit and write clear, structured, articulate and persuasive communications.
- Demonstrated ability to think conceptually, meet deadlines and manage multiple detail-oriented tasks in a highly professional and timely manner.
- Excellent interpersonal skills, including the ability to interact with a wide variety of personalities while managing rapidly shifting priorities. proven organizational, time management and project management skills.

Interested:

Applications are currently being accepted and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply. Please send letter of interest and resume to:

Maria Maldonado, PHR, SHRM-CP

Human Resources Director

employment@momentousinstitute.org

Momentous Institute maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

Policy Statement

No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute will fully cooperate with authorities if allegations of abuse are made requiring investigation.