



TITLE: Development & Database Coordinator
DEPARTMENT: Development
REPORTS TO: Director of Development & Communications
FLSA Class: Non- Exempt

JOB SUMMARY/PRIMARY FUNCTION:

The Development Coordinator plays a vital, integrative role in facilitating the smooth operation of a data driven, donor-centered development office. S/he will support special events and manage the development office database. This highly collaborative role will work closely with the entire team to ensure all development office needs are met to help exceed Club fundraising goals. Must be a strong tactical thinker with attention to detail, the ability to multitask, and a high level of organization and excellent communication skills, both written and verbal. This position will maintain the Club's database to track Moves Management, record all gifts and donor information, and produce segmented lists for mailings and reports, and analytical activities.

Reports to Director of Development & Communications (DOD)

Works to support the President & CEO, the Director of Philanthropy and will collaborate with the entire Development staff, CFO and finance office staff.

KEY ROLES: (Essential Job Responsibilities)

Event Support:

- Manage detailed planning timelines for assigned fundraising events. This would include taking the lead on smaller events from start to finish with collaboration, supervision and approval from the DOD.
- Work with DOD to create concise agendas for all meetings including Zoom conferencing.
- Effectively correspond with event committees, setting up communication plans for each event.
- Research new event spaces that meet set budgets for each event.
- Responsible for coordinating all mailing activities including solicitation letters, invitations and all gift acknowledgements. This would include mail merges, labels, etc.
- Maintains guest lists for all events with follow up communication and event details both digitally and by email.
- Coordinates solicitation and acquisition of auction items, gifts, prizes, and records in both event software and in Club database.
- Assists with on-site logistics at events, including setup and breakdown, check out procedures, distribution of prizes to winners and additional responsibilities as required.
- Follows up on receivables post-event including invoicing of sponsorships and auction payments.

- Coordinates all volunteers for special events and works with the Director of Development & Communications on all duties needed for each event
- Help grow and manage the BGCD Young Professionals group which includes engagement through volunteering, special events and email communication.
- Researches for special events which includes but is not limited to for sponsorships, attendance and event space purposes.

Database and Engagement:

- Manages donor database with an aptitude for data analysis. Responsible for all data entry, including Moves Management, donations (monetary and in-kind), matching gifts, pledge payments, solicitor/source information, proposal tracking, and other relational information.
- Collaborate with the Development team to implement and maintain annual donor-centric, data driven fundraising strategies and tactics designed to meet/exceed all revenue generation goals.
- Creates lists, queries, reports, and other materials to meet the needs of the development department, senior leadership, board committees, and the finance department.
- Sets up and maintains system to produce timely gift acknowledgments, and reconciles reporting of individual and corporate donations and special events
- Develops systems and together with department leadership, implements cultivation and stewardship fulfillment activities.
- Creates reports, queries, lists, and exports to meet the information needs of the department, senior management, board committees and finance department
- Responsible for list management for direct mail and all outreach strategies. (merges, labels etc)
- Assists with volunteer service groups as needed

Other:

- Adheres to and upholds all Club rules and policies; adheres to, promotes and represents the Club's Mission, Core Values and Code of Ethics.
- Front Desk support, and other duties as assigned.

SKILLS/REQUIREMENTS:

- Bachelor's degree with 1-3 years' experience in Development Office support
- Special Event experience
- Database management skills required: Ability to manipulate data, design queries and pull reports. Database conversion experience preferred.
- Ability to write effective and persuasive copy for donor correspondence, sponsor proposals, and other materials.
- Proficiency with Microsoft Office applications with a primary focus on Excel.
- Excellent interpersonal skills and team orientation critical to work independently and collaboratively. Professional discretion required to handle confidential donor information.
- Systematic thinker who can work on multiple projects simultaneously within limited timeframes. Requires excellent organizational skills, efficient time management, and careful attention to detail.