



Development Coordinator Job Description Lake View Cemetery Foundation

Job Title: Development Coordinator
Job Status: Regular Full-Time, Non-Exempt Employee
Reports To: Executive Director of the Foundation

Overview and Job Summary:

The Development Coordinator is responsible for working with a team of individuals to perform, assist with and/or coordinate diverse projects and activities for Lake View Cemetery Foundation to support and enhance revenue generation and the overall effectiveness and organization of the Foundation. This is an outstanding opportunity for an up-and-coming development professional to obtain broad exposure to many facets of fundraising and development.

Responsibilities:

- Provides overall administrative support to the Foundation team
- Participates in and/or assists with all fundraising activities including donor stewardship, direct mail appeals, and special events
- Assists the Foundation team with coordinating team deliverables and specifics for ongoing and short-term projects; including setting deadlines and monitoring and summarizing progress of project
- Assists Annual Fund Director in creating multi-channel annual appeal and other direct fundraising campaigns
- Helps to collect information for the Cemetery's monthly eNewsletter
- Coordinates the production of the semi-annual print newsletter and assists with the creation/production of other print pieces as needed
- Assists Database Manager in entering donor information into database and generating letters
- Works in close coordination with the Director of Community Outreach to administer the seasonal events calendar and help with the coordination and execution of events and programs
- Manages the event phone line and email inbox, responding to inquiries, assisting with registrations and tracking information as needed
- Assists with the promotion of events through social media and other media channels
- Works with Director of Community Outreach to manage the scheduling and payments of tour/school groups
- Supports the President & CEO and Annual Fund Director in the development and enhancement of the existing sponsorship program to secure support from area businesses for the annual Run Through History 5k Race
- Provides significant prospect support and assists with donor research
- Participates in staff planning and other meetings as needed
- Works evenings and weekends, as needed, in support of events
- Performs other related duties as assigned

Preferred Education and Experience:

- Bachelor's degree preferred, although individuals with relevant work experience will be considered
- 0 -1 year of fundraising, communications, sales, marketing, event planning experience (nonprofit experience a plus)

Required Knowledge, Skills and Abilities:

- Self-starter, excellent time management skills, exceptional written and verbal communication, and the ability to manage multiple projects at once with changing priorities
- Interested in expanding his or her professional fundraising career, is goal-oriented, takes initiative on all projects, is a strong communicator, and seeks an opportunity to assist with a wide range of fundraising projects within a development department
- Superb attention to detail and highly organized
- Ability to work well with limited or direct supervision
- Strong expertise using technology, including Microsoft Office, fundraising databases and social media
- Excellent “people person” with a friendly personality and positive attitude