

GEORGES RIVER LAND TRUST

Employment Position Description

Development Coordinator

GENERAL DESCRIPTION

The Development Coordinator is responsible for the coordination of development activities to meet established fundraising goals. The Development Coordinator will work closely with the Executive Director, Administrative Assistant, Development Committee and Major Gifts Committee. Together, this Development Team will create and implement effective strategies for the cultivation and solicitation of gifts, including those from individual donors and businesses. The Development Coordinator will represent the Land Trust professionally and effectively in a variety of forums, including communications with Board members, committee members and donors.

This position is currently half time, with the potential to increase hours. Schedule can be flexible. Work location is on site in Rockland, Maine.

SUPERVISION

The Development Coordinator is supervised by the Executive Director.

KEY RESULT AREAS

Major Gifts Coordination

- Provide guidance to the Executive Director and Board members/volunteers on major gift strategies
- Coordinate creation of solicitation materials and case statements
- Update major donor list and files, including list of top prospects, tracking contacts, recording information, and providing reports to solicitors
- Provide support for donor meetings, including background research, coaching, materials/presentations, and follow-up correspondence/tracking
- Provide support for cultivation events, including logistics, materials/presentations, communications and follow-up correspondence/tracking
- Coordinate pledge reminders/tracking and written/verbal acknowledgements for major gifts

Development Coordination

- Update the donor database and files (Filemaker Pro, Excel, etc.) to ensure accurate, up-to-date information and confidential processes; maintain current and accurate donor lists for committees and publications with Administrative Assistant
- Work with Development Team on all fundraising activities to meet established goals:
 1. Membership (materials, donor lists, follow-up emails/calls)
 2. Annual Appeal (materials, donor lists, follow-up emails/calls)
(Board note-writing and mailing to be coordinated by Administrative Assistant)
 3. Help create strategies to encourage members/donors to move up to the next level of giving
- Provide support to Stewardship & Trails Committee solicitations
- Help develop new fundraising initiatives and provide input into GRLT outreach activities

Administration & Policy

- Build positive, professional relationships with donors, Board members, committee volunteers
- Work with the chairs of the Major Gifts Committee and the Development Committee to plan meetings and follow up
- Monitor annual work plan progress

General Office

- All staff are expected to help answer phones and greet visitors in a professional and cordial manner

Every effort has been made to make this description of duties as complete as possible. However, it in no way states or implies that these are the only duties required of the position. The omission of specific statements of duties does not exclude them from the duties of the position if the work required is similar, related or a logical assignment to the position.

ESSENTIAL KNOWLEDGE, ABILITIES, AND SKILLS

1. A working knowledge of (or a willingness to commit to) the GRLT mission and local land conservation issues in the watershed, as well as an interest in the success of GRLT in meeting its goals
2. Professional, outgoing, positive, energetic and people-oriented approach, including the ability to inspire and motivate action and success in others
3. Experience in non-profit fundraising, including donor research, cultivation and solicitation is desirable
4. Strong written and verbal communication skills
5. A well-organized work style capable of conducting multiple activities during the same period
6. An ability to keep accurate, detailed and confidential records
7. Ability to work effectively with a wide range of people, including GRLT board members and staff, volunteers, the public, donors and other prospects
8. Self-motivated and independent, as well as a team player
9. An ability to think creatively and solve problems
10. Patience and flexibility in adjusting to changes in task scheduling and priorities
11. Ability to complete projects, meet deadlines and work within established budgets
12. Rigorous standards of confidentiality required in handling personal and financial information about the GRLT membership and supporters
13. Strong experience with and willingness to learn computer software necessary to conduct the duties of the position, including Filemaker Pro, Microsoft Word, Microsoft Excel and internet software
14. A minimum of a Bachelors Degree or experience commensurate with the needs of the position
15. A valid driver's license and personal vehicle with evidence of insurance

ANNUAL SALARY: \$18/hour paid as salary for tasks described above

HOURS: Half time; year-round; some weekend and evening work.

TIME OFF

Holidays: 5 paid holidays chosen from GRLT list of holidays

Vacation: No paid vacation days – work hours can be flexible to accommodate if desired

Sick: No paid sick days

Personal: No paid personal days

HEALTH INSURANCE: No annual stipend towards GRLT plan; can elect to participate at own expense

POSITION TYPE: Exempt

MONTHLY REPORTING: The Development Coordinator will submit a summary timesheet and a reimbursement form to the Executive Director at the end of every month.

I have reviewed the Development Coordinator Employment Position Description and have had the opportunity to ask my supervisor questions about it. By signing below, I agree to the responsibilities

outlined and understand that I have been hired as an “at will” employee, meaning that either I, or GRLT, may terminate my employment at any time, with or without cause.

Employee’s Signature _____

Printed Name _____

Date _____