

Job Title: Development Coordinator

Reports to: Vice President for Development and External Relations

Position Purpose:

The Development Coordinator is responsible for providing excellent and energetic fundraising support for the Advancement Department.

Duties and Responsibilities:

- 1) Participate in Advancement team strategy meetings and track follow-up items for team members.
- 2) Accurately process donations from supporters in the eTapestry database. Produce and mail gift acknowledgment letters.
- 3) Create event/fundraising campaign webpages and donation pages in One Cause and other platforms.
- 4) Maintain foundation, corporation, and individual donor files in the eTapestry database and in hard copy files as needed.
- 5) Assist with creation of fundraising campaigns, including direct mail and special appeals. Coordinate production and mailing of appeal letters, donor/parent communications, marketing collateral, etc., with print/mail vendor.
- 6) Conduct preliminary research on prospective donors.
- 7) Prepare confidential development-specific materials needed for donor meetings.
- 8) Assist with eTapestry documentation and training to board members and staff as needed.
- 9) Coordinate grant proposal submittal and tracking as well as grant award management and reporting.
- 10) Create monthly fundraising reports and other database reports as needed.
- 11) Act as liaison with the business office to conduct monthly reconciliation.
- 12) Provide general administrative support for meetings and events. Anticipate, plan and respond to requests for support including, but not limited to: responding to written and telephone inquiries and invitations, drafting correspondence, scheduling meetings, preparing meeting agendas and minutes, maintaining files, and performing general clerical tasks.
- 13) Oversee the merchandise in the Gryphon Store, including but not limited to inventory management and payment processing.
- 14) Run Gryphon Store Pop-up shops and order fulfillment.
- 15) Assist with front desk duty at the Taurel building.
- 16) Process invoices related to departmental expenses including but not limited ensuring appropriate insurance coverage is obtained for special events, tracking vendor invoices to ensure timely payments, verifying invoice amount is within budget and in compliance with contract or agreement.
- 17) Act as a resource, providing fundraising consultation to ISI community as appropriate

General Information

- Strong dedication to the purpose and mission of International School of Indiana.
- Bachelor's degree in a related field.
- Minimum of three years' experience in nonprofit fundraising and database management.
- Demonstrated proficiency in Microsoft Office Suite, and donor/customer relationship management software.
- Excellent verbal and written communication skills.
- Results-oriented with a strong customer service focus.
- Strong attention to detail and organizational, problem-solving, and analytical skills.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Ability to accurately manage priorities and workflow within set timeframes.
- Must be able to work under the pressure of tight deadlines.
- Ability to establish and maintain relationships and work as a member of a team, both inside and outside the advancement department.
- Can maintain discretion with confidential information.
- Should be accessible for meetings before and after normal work hours as necessary.

The above list of duties is intended to describe the general nature and level of work performed by the Development Coordinator. It is not to be construed as an exhaustive list of duties performed by the Development Coordinator. A quarterly and annual plan will be developed with the Vice President for Development and External Relations to outline objectives for the upcoming period(s).

Hours: Full-time salaried position (40 hours)

Updated 9/3/2019