



Job Title: Development Coordinator

Reports to: Vice President for Development and External Relations

Work Location: Taurel Building

Position Status: Full Time

Position Summary:

This position is responsible for providing excellent and energetic support for the Advancement and Head of School Offices.

Duties and Responsibilities:

- Participate in annual fund and campaign strategy meetings and track follow-up items for team members.
- Accurately process donations from supporters in the eTapestry database. Produce and mail gift acknowledgment letters.
- Create event/fundraising campaign webpages and donation pages in One Cause and other fundraising platforms.
- Maintain foundation, corporation, and individual donor files in the eTapestry database and in hard copy files as needed.
- Assist with the 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.
- Conduct preliminary research on prospective donors.
- Prepare confidential development-specific materials needed for donor meetings.
- Assist with eTapestry documentation and training to board members and staff as needed.
- Coordinate grant proposal submission and tracking as well as grant award management and reporting.
- Create monthly fundraising reports and other database reports as needed.
- Act as liaison with the business office to conduct monthly reconciliation.
- 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.
- Oversee the merchandise in the Gryphon Store, including but not limited to inventory management and payment processing.
- Run Gryphon Store Pop-up shops and order fulfillment.
- Assist with front desk duty at the Taurel building.
- Assist with Advancement Team events and activities.

- Process invoices related to departmental expenses including but not limited to ensuring appropriate insurance coverage is obtained for special events, tracking vendor invoices to ensure timely payments, and verifying invoice amount is within budget and in compliance with contract or agreement.
- Act as a resource, providing fundraising consultation to ISI community as appropriate
- Supports the work of the Head of School by organizing his/her calendar, preparing materials for meetings or events, and managing logistical requirements.
- Coordinates office activities and duties (i.e. regular meetings, outside visitors, reports). Interacts and corresponds with parents, employees, board members, outside contributors, international organizations, and vendors for matters under the responsibilities of the Head of School. Reports on activities as appropriate.
- Serves as the Board Reporting Secretary as needed.

General Information

- Strong dedication to the purpose and mission of the International School of Indiana.
- Bachelor's degree required
- Prior experience in nonprofit fundraising and database management preferred.
- Demonstrated proficiency in Microsoft Office Suite and Google Workspace.
- Prior experience with eTapestry, OneCause, and Boardable preferred.
- 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. Duties are developed with the Vice President and Head of School to outline objectives for the upcoming period(s).

Hours: Full-time salaried position (40 hours)

Updated 8/10/2022