

INDIANA BAR FOUNDATION

Job Description

JOB TITLE: Development Coordinator

DATE: July 12, 2021

REPORTS TO: Director of Development & Communications

Position Description

The Development Coordinator is a full-time, exempt position responsible primarily for supporting the Development and Communication Department including general CRM operations through Salesforce. The day-to-day activities include managing the donor database, processing gifts, donor acknowledgements, and reports as well as administrative support. A high level of professionalism, flexibility, organization skills, and attention to detail is required. This position reports to the Director of Development and Communications. This is a 40-hour per week position and occasionally requires some evening or weekend hours.

Major Functions and Accountabilities

- Weekly gift processing, including recording and responding to donations. Donations can be in the form of checks, online donations, credit cards, all of which must be recorded in Salesforce
- Opening mail, distributing, and processing accordingly
- Schedule donor appointments for President & CEO and Director of Development & Communications
- Print and send donor acknowledgement letters weekly
- Respond professionally and promptly (within 48 hours) to all phone, e-mail, and web inquiries
- Maintain and import new information in Salesforce - all information is expected to be accurate and up to date
- Manage basic office organization, including inventory and office supplies
- Be prepared to give accurate, up to date reports and information as needed
- Handle sensitive information in a confidential manner
- Assist with fundraising activities, including local and statewide events and campaigns
- Work with Marketing & Communications Manager on Development and Communications Department initiatives and goals
- Manage list segmentation for direct mail, coordinate mass mailings, and be primary contact for direct mail vendor(s)
- Order development awards and gifts
- Maintain Development and Communications Department and Board Relations Team files
- Provide administrative support by scheduling meetings, taking minutes, and follow ups for several committees, including the Development and Communications Committee, Nominating Committee, and Diversity and Strategic Planning Committee
- Provide administrative support for Foundation's Internship program
- Compile information for Annual Report
- Maintain grant calendar, update grant applications, and send grant reports to funders

- Manage multiple priorities at once
- Other duties as assigned

Experience, Abilities, and Qualifications

- A minimum of 2 years development and/or administrative related experience required
- Bachelor's Degree preferred
- Donor management software experience (Salesforce preferred)
- Ability to work collaboratively and professionally with staff, board members, committee members, volunteers, and donors
- Excellent communication skills (both verbal and written)
- Ability to accomplish projects independently and within a team
- Proficient computer skills: Microsoft Office, Zoom
- Exceptional time management skills, multi-tasking abilities, team player
- Excellent interpersonal skills with a high level of professionalism

Work conditions

Physical requirements are those present in normal office environment conditions. Employee is required to sit at a desk and work at a computer for long periods of time. Additionally, the job may require being out of the office for meetings. Work schedule is flexible with a 40-hour work week.