

HOUSE OF HOPE JOB DESCRIPTION

JOB TITLE: DONOR RELATIONS AND EVENTS COORDINATOR

STATUS: Exempt, Full-Time

LOCATION: House of Hope, Stuart, FL

REPORTS TO: Chief Executive Officer

JOB SUMMARY: Work in concert with CEO and the Resource Development Team to carry out development-related tasks, including donor relations and cultivation, donor database management, event planning and coordination, and supporting board committees in the area of resource development.

DUTIES AND RESPONSIBILITIES:

1. Assist the CEO with donor cultivation, including the creation of donor profiles, tracking donors and prospective donors, and coordinating development/outreach efforts
2. Work in conjunction with the CEO and act as a liaison to the organization's Board of Directors Resource Development Committee, including organizing fund-development training for board, staff and volunteers.
3. Build, organize and operate a donor recognition process including thank you letters, etc.
4. Master and maintain eTapestry (the organization's donor management software), including daily entry of donors and coding of monetary donations, reporting, etc.
5. Prepare analytical and tracking reports as requested by the CEO or designated staff.
6. Organize and coordinate special events, including planning and logistics.
7. Act as an ambassador for House of Hope at external meetings and events such as chamber meetings and socials.
8. In conjunction with the Resource Development Team, take a lead role in building resource development programs, including planned giving, bequests and monthly donor program.
9. Be knowledgeable about local and national giving trends
10. Work in concert with the Resource Development Team to carry out other development-related tasks as assigned
11. Participate in disaster- or emergency-related duties, as needed.
12. Provide support to fellow department team members, as well as outside departments, as needed.
13. Perform all duties in conformance with appropriate safety and security standards.
14. Attend training, as requested.
15. Perform other duties as assigned by supervisor.

QUALIFICATIONS:

1. EDUCATION/EXPERIENCE:

Associate's degree (AA) preferred. Minimum five years' experience in fund/resource development for a nonprofit human services organization or in estate planning for a legal or financial services organization.

2. KNOWLEDGE, SKILLS AND ABILITIES:

- A. Experience in working in or with a not-for-profit organization.
- B. Excellent written and verbal communication skills.
- C. Attention to detail, good spelling and ability to maintain style consistency.
- D. Strong organizational, analytical and problem-solving skills.
- E. Ability to work with minimal supervision.
- F. Ability to multi-task and prioritize with attention to detail.
- G. Ability to communicate effectively with clients, donors, volunteers, co-workers and board members, verbally and in writing.
- H. Ability to exercise good judgment and discretion. Maintain confidentiality of clients, co-workers and the agency.
- I. Knowledge about the operation of general office equipment,
- J. Proficiency in operating standard computer-based programs and applications, including Microsoft Office.
- K. Proficiency in database management and donor management software, preferably eTapestry or equivalent.
- L. Must have reliable transportation with acceptable insurance coverage and valid Florida driver's license.
- M. Ability to work occasional evening and weekend hours, as required.
- N. Ability to maintain clean, well-groomed appearance and dress appropriately for the position.
- O. Compliance with House of Hope policies and procedures.

3. PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to read, sit, talk, hear, stand, walk, use hands to handle or feel objects, tools, or controls, and reach with hands and arms.

The employee may occasionally need to lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and distance vision.

4. ENVIRONMENTAL REQUIREMENTS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.