



Title: Development Coordinator
Division: Administration
Supervisor: Chief Development Officer

Date: November 14, 2023
Accepted:
Approved:

POSITION SUMMARY:

Under the general direction of the Chief Development Officer, the Development Coordinator provides support for all Development operations, including gift processing, donor acknowledgement, membership renewals, and data management. This person is also the primary liaison for event rentals at HSP. This is a full-time (40 hours per week, Monday through Friday—including occasional evenings and weekend hours), permanent position.

SPECIFIC RESPONSIBILITIES:

- Process gifts, send acknowledgements and update patron records in Raiser's Edge daily
- Assist with donor and member relations, including membership renewals and visitor services
- Manage Raiser's Edge and pull lists and reports for Publications, Education, Communications and Development
- Serve as the key staff liaison for event rentals at HSP and support Development events (e.g. Founder's Award, Young Friends, Treasures Society)
- Function as a telephone and e-mail contact for general public inquires
- Provide logistical support for meetings and public events including attending events, set-up and basic preparation, and occasional taking of meeting minutes.
- Other duties as assigned

SKILLS AND RESPONSIBILITIES:

- Proficient with Microsoft Office Suite
- Experience with database management, specifically Raiser's Edge
- Strong personal skills
- Ability to manage multiple tasks at once
- Ability to maintain confidentiality
- Proficiency in record keeping and general office tasks
- Minimum Bachelor's degree or equivalent experience and training

STATUS: Exempt

SALARY RANGE: \$40,000 - \$43,000

Physical Demands:

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 stand; walk; sit; and talk and hear. The employee frequently is required to use hands to handle or feel objects, tools or controls; reach with hands or arm; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance, color vision and depth perception.