



JOB DESCRIPTION

Position Title: Development Coordinator/Office Manager

Status: Non-Exempt

Supervisor's Title: Associate Director

Hours: 40 hrs. /week

Responsibilities:

- **Provide development support and coordination.** Help to set up and track a development work plan, conduct donor research, prioritize and track donor contacts, collaborate with development and communications staff to carry out appeals, record gifts, and process tax letters in a timely fashion.
- **Manage Little Green Light (LGL, our donor database), including tracking volunteers, program attendees, gifts, etc.** Perform routine error-checks and proactively populate or update database fields with information about donors. Create appeal and donor lists as needed.
- **Working with business manager, reconcile donor database with Quickbooks on a monthly basis.** Mine data from donor database to support analysis of donor trends, demographics, volunteer support, etc.
- **Manage Constant Contact list and regularly reconcile it with LGL,** in cooperation with Director of Communications.
- **Serve as administrative liaison to Board of Directors and Advisory Council,** coordinating communications, organizing meetings, and recording minutes at all board and committee meetings.
- **Organize special events,** such as the staff-Board summer picnic, holiday party, Board/staff/AC retreat, and local and international donor trips. Support staff conducting programs or donor visits by assisting with displays, information packets, and post-visit follow up mailings.
- **Provide general office support,** including answering the VCE general phone line and forwarding messages as necessary, receiving and handling inquiries on the info@vtecostudies.org email address and loon project voicemail in the off-season, ordering supplies, coffee and other kitchen staples, refreshments for meetings, handling mail and photocopier, managing inventory of logo products, and other miscellaneous office duties as requested/required.

Qualifications:

- Minimum five years recent development or fundraising support experience
- Able to quickly become proficient in the use of our development database, with training and guidance from outgoing Business Manager.
- Careful attention to detail

- Able to discretely handle sensitive and confidential material
- Strong written and verbal communication and organizational skills
- Able to work both independently and in a team environment
- Able to perform long-range tasks while handling short-term interruptions
- Able to juggle multiple tasks and/or projects efficiently and complete them in a timely, high-quality manner and shift focus rapidly if new priorities emerge
- Knowledge of Microsoft Office programs and internet search engines

Salary: Commensurate with experience

To apply: Send resume, cover letter, and three professional references, electronically, to Susan Hindinger at shindinger@vtecostudies.org.