



## Development Coordinator Job Description

**Position Summary:** The Development Coordinator works closely with the Development and Communications Director and Executive Director to meet the financial goals of the organization. Primary responsibilities include: managing the donor database, producing donor acknowledgements, and coordinating fundraising events. Additional responsibilities may include grant-writing, donor communications, donor research and other fundraising-related projects.

### Responsibilities:

1. Data entry of gifts, contact information, and other relevant donor information
2. Prepare general ledger reports from donor database on revenue received.
3. Generate gift histories, mailing lists, and other donor-related reports from database as needed.
4. Ensure accurate data in donor database (e.g. current mailing addresses, marital status, etc.)
5. Prepare and send donor acknowledgements.
6. Provide support for annual fundraising campaigns, special events, and Leadership Giving Program.
7. Represent WISE at local community events and outreach activities.
8. Perform other duties as requested by the Development Director or Executive Director.

### Skills/Qualifications:

- Excellent oral and written communication skills
- Demonstrated skills in coordinating multiple priorities
- Computer-literate; experience with donor databases a plus
- Detail-oriented

**Education:** Bachelor's Degree

**Hours:** Full-time, 40 hours/week

Please send resume and cover letter to Betsy Kohl, [betsy.kohl@wiseuv.org](mailto:betsy.kohl@wiseuv.org).