

Development and Communications Development Coordinator

Position Overview: The Development Coordinator is a critical member of WISE Development and Communications, which manages private revenue sources for the organization and maintains strong relationships with the WISE philanthropic community.

Hours: Part-time, exempt and salaried position. This is a 24-hour per week position. A consistent work schedule will be set for 24 hours during the WISE work week which is Monday through Friday between 8:30 am and 4:30 pm. Some evenings and weekends may be required based on events schedule.

Reports to: Development and Communications Director

Location: This position is based in the WISE Program Center in Lebanon, NH

Position Description: 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 assisting in the coordination of fundraising events.

Responsibilities:

- Data entry of gifts, contact information, and other relevant donor information.
- Prepare general ledger reports from donor database on revenue received.
- Generate gift histories, mailing lists, and other donor-related reports from database as needed.
- Ensure accurate data in donor database.
- Prepare and send donor acknowledgements.
- Maintains private funding, municipality appropriations, and reporting schedule.
- Provide support for annual fundraising campaigns and special events.
- Perform other duties as requested by the Development Director and Executive Director.

Qualifications:

- Bachelor's Degree or Associate's Degree preferred.
- Computer-literate; experience with donor databases preferred.
- Highly organized with careful attention to details.
- Strong written and verbal communication skills.
- Demonstrated skills in coordinating multiple priorities.
- Previous experience working in development program of a nonprofit organization is a plus.

- Required to be competent using Microsoft Suite applications including Outlook, Word, Excel, and PowerPoint.
- Clear and calm judgment, discretion, and competency for strategic and diplomatic collaboration.
- Knowledge of issues related to gender-based violence, and a feminist framework for understanding gender-based violence is a plus. Openness to learning and completion of the WISE Foundations of Gender-based Violence is expected.
- Reliable transportation, valid driver's license, required minimum vehicle insurance.
- Ability to spend periods of time sitting and standing, and to lift 40 pounds.
- WISE requires all employees to submit criminal background and driver's license checks, employment is dependent on findings.

Compensation Range and Benefits: The salary for this position is \$30,000. Other benefits include generous vacation time, 100% employee health premium coverage for full time employees at 40 hours/week (or 1 FTE) and prorated at .6 premium coverage for this 24-hour per week position, and 7% employer retirement fund contribution.

All WISE employees are expected to honor staff values and practice ethical communication.

WISE encourages diversity in applications. To apply for this position, please submit a cover letter describing your interest in and qualifications with this position along with your current resume and email to Executive Director Peggy O'Neil at peggy.oneil@wiseuv.org.