

## Development and Communications Development Coordinator

**Position Overview:** The Development Coordinator is a key member of WISE's Development and Communications team, supporting the organization's fundraising efforts and strengthening relationships with donors, supporters, and community partners. This position helps advance WISE's financial goals through donor database management, donor stewardship and acknowledgments, and coordination of community events.

**Hours:** Part-time, exempt and salaried position. This is a 24-hour per week position. A consistent work schedule will be set during the WISE work week. Core hours are Monday through Friday between 8:30 am and 4:30 pm. Some evening and weekend hours are required.

**Reports to:** Communications and Development Director

**Location:** This position is based in the WISE Program Center in Lebanon, NH, with some regular opportunity to work from home.

### **Responsibilities:**

- Manage and maintain the DonorPerfect database, ensuring accurate donor records, gift processing, reporting, and data integrity.
- Generate gift histories, mailing lists, and other donor-related reports as needed.
- Prepare general ledger reports from the donor database and reconcile revenue records monthly with Finance.
- Ensure the accuracy and completeness of donor and constituent data.
- Coordinate donor stewardship activities, including preparing and sending timely donor acknowledgments and sustaining donor communications.
- Support annual fundraising campaigns and donor communications, including mailing list management, and appeal preparation.
- Provide administrative and logistical support for fundraising initiatives.
- Coordinate and submit municipal funding applications and related documentation, including collecting required signatures and ensuring compliance with deadlines.
- Assist with the planning, promotion, registration, and implementation of fundraising and community engagement events, including the Covered Bridges Half Marathon, Annual Meeting, NH Gives, and Holiday Gift Program.
- Manage event registration systems, participant communications, sponsorship tracking, and post-event reporting and reconciliation.
- Perform other duties as assigned by the Development Director and Executive Director.

**Qualifications:**

- Bachelor's Degree or Associate's Degree preferred.
- Computer-literate; experience with donor databases required.
- Highly organized with careful attention to details.
- Strong written and verbal communication skills.
- Demonstrated skills in coordinating multiple priorities.
- Previous experience in development program of a nonprofit organization is a plus.
- Proficiency in Microsoft Suite, including Outlook, Word, PowerPoint, and Excel.
- 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 consent to criminal background and driver's license checks, employment is contingent on report.
- Successful completion of the *WISE Advocate Training Program* within 6 months.

**Compensation Range and Benefits:** The salary for this part-time .6 FTE position (24-hours/week) is \$30,000. Other benefits include generous vacation time, prorated 60% health premium coverage, and 7% employer retirement fund contribution.

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

WISE is a nonprofit organization serving 23 communities in the Upper Valley of New Hampshire and Vermont. WISE provides 24-hour crisis and advocacy response and support for victims of domestic violence, sexual violence, stalking and trafficking as well as programming focused on community education and prevention, legal services and forensic interviewing.

WISE encourages diversity in applications. To apply for this position, please email a cover letter describing your interest and qualifications with your current resume to WISE Executive Director Peggy O'Neil, [peggy.oneil@wiseuv.org](mailto:peggy.oneil@wiseuv.org) or apply through the website [wiseuv.org/how-to-join/careers](http://wiseuv.org/how-to-join/careers).