THE LYNDE AND HARRY BRADLEY FOUNDATION

# JOB TITLE: Development Coordinator STATUS: Nonexempt

# REPORTS TO: Vice President for External Relations DATE: August 2016

# Position Summary:

# Responsibilities Include:

Donation Management

* Manage the donor management system/donor database.
* Process donations received via mail, phone, and online.
* Generate appropriate communications to donors (thank you, quarterly reports).
* Generate reports from the database.

Support Meetings, Special Events

* Post agendas and take minutes for board of director and committee meetings.
* Schedule and coordinate meeting logistics (reserving space, hospitality, tracking RSVP’s.).
* Coordinate special events such as Foundation or Fund-sponsored lunches, tours, receptions, and donor recognition events.
* Provide on-site event assistance, including set-up, check-in and clean-up.
* Coordinate mailings to include direct mail and distribution to donors, prospects and board members.

Manage Bradley Impact Fund Office Operations

* Maintain office equipment and supplies.
* Voicemail management.
* Greet office guests with diplomacy, friendliness and professionalism.
* Ensure electronic and paper filing systems are maintained.
* Perform off-campus tasks such as bank deposits.
* Provide advanced administrative services to the President of the Bradley Impact Fund.
* Assist with proofreading of materials such as letters, invitations, brochures and press releases.
* Research and obtain quotes from vendors.
* Maintain positive working relations with staff, board members, volunteers, donors and vendors.

**Other duties and assignments:**

Other duties as may be assigned by the Vice President for External Relations to fulfill the responsibilities of this position.

**Work Relationships and Scope:**

This position reports directly to the Vice President for External Relations. Frequent contact with all employees, board of directors, donors and potential donors, and other outside resources.

## **Measures of Performance:**

Quality, quantity, accuracy, timeliness and thoroughness of work performed; ability to handle multiple projects at one time; effectiveness of communications and development of good working relationships with all employees, outside vendors, and business contacts; professional workplace appearance and conduct; reliability in reporting to work regularly and on time; understands and adheres to Foundation policies and procedures; and ability to keep Foundation business information confidential.

**Knowledge, Skills and Abilities:**

* Commitment to the Foundation’s mission and the conservative principles and donor intent which underlie that mission.
* 3+ years and/or Bachelor's degree in non-profit, business, development, communications or related field.
* Proficiency with MS Office programs (Excel, Word, PowerPoint.)
* Office administration and event coordination methods and practices, including modern office filing systems, receptionist and telephone techniques, letter and report writing.
* Proficiency with donor software (Blackbaud products such as RaisersEdge preferred).
* Exceptional organizational skills and attention to details.
* Ability to manage multiple tasks at once.
* Track record of meeting deadlines.
* Strong writing and editing skills.
* Experience with planning and executing events.
* Exceptional maturity and judgment.
* Comfort level working with and communicating to high net-worth individuals.
* Team player mentality; willingness to be a part of a collegial office environment.
* Ability to understand and independently carry out oral and written instructions; learn and successfully apply office policies, procedures, rules and regulations; use good judgment; analyze situations and communicate effectively both orally and in writing; type accurately at approximately 75 wpm; operate office equipment; establish and maintain effective work relationships; work effectively under workload pressure.

## **Working Conditions:**

Work is performed in a pleasant office environment with minimal exposure to injury. Work hours are generally weekdays during normal business hours and will usually average 40 hours a week.

### **Acknowledgement:**

This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Vice President for External Relations. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature Date