

**POSITION TITLE:** Development Coordinator

**SALARY LEVEL:** DOE

**FLSA STATUS:** Exempt

**REPORTS TO:** Development Director

**HOURS:** 40+ hours per week, occasional evenings and weekends required.

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**SUMMARY:**

**As Development Coordinator, you'll be responsible for driving the growth and management of fundraising events and play a key role in engaging the community with the goal of continuing to grow the Nursery's ability to keep kids safe and strengthen families.**

**RESPONSIBILITIES:**

- Build, grow and manage the Nursery's core fundraising & recognition events.
- Develop and manage key relationships with sponsors, donors, volunteers and colleagues that are essential to the Nursery's success.
- Collaborate on leveraging social media channels such as Facebook and Twitter to drive brand awareness.
- Define and own key metrics around the success and areas of improvement for fundraising events.
- Lead the Funding Development Committee, a group of committed champions, to new heights.
- Enthusiastically oversee and engage in third party fundraising efforts.
- Passionately share the Nursery's mission, vision and stories to small groups and large crowds on tours and at public speaking engagements.
- Actively participate, collaborate and support the Nursery's development team, other departments and team members.

**SKILLS:**

- You're passionate: You deeply care about the Nursery's mission and its impact and your passion is contagious.
- You're a people person: You're natural and authentic, and you value relationships with clients, donors and the community above all.
- You're bigger than the details: You don't let the details of a large event get in the way of ensuring its ultimate success but at the same time are organized and can accomplish everything on a to-do list.
- You're ambitious: You see something that can be improved, and you're not afraid to work to make it better. You have a strong desire to make every event a world-class experience.
- You're innovative: You think of new ways to reach goals and are able to get others on board with your vision.
- You hold your weight on a small team that does a lot: We're a small, yet highly productive staff. Because of this, everyone plays an essential role in the Nursery's success.

**MUST-HAVES:**

- Bachelor's Degree in communications, marketing or related field.
- 2+ years of successful experience in sales, fundraising or event management.
- Strong understanding of CRM/donor management software (DonorPerfect preferred)

**PHYSICAL REQUIREMENTS:**

These requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

- Regularly standing, walking, sitting, listening, talking, and using hands and fingers, while occasionally climbing or balancing, stooping, kneeling, crouching, crawling, and reaching with hands and arms.
- Ability to lift up to 25 pounds.
- Specific vision requirements include close vision and the ability to adjust focus.

**WORKING CONDITIONS:**

Work is generally performed in an office environment with a quiet to moderate noise level. When attending special events employee may be exposed to a variety of outdoor weather conditions and noise levels. Occasional travel may be required.