



Job Description

Job Title: Development Coordinator

FLSA Status: Full time, Exempt

Date Effective: October 19, 2021

Pay Range: \$17.00 - \$22 hourly

Position Summary

This position supports activities that ensure the integrity of our donor database gift processing, and includes imputing data, database report generation, coordination of direct mail campaigns, and promptly and effectively thanking Longmont Humane Society donors. In addition, this position supports other various developmental administration applications, maintenance, and special event assistance. This position reports to the Deputy Director.

Essential Duties and Responsibilities

Donor Recognition:

- Prepare correspondence to constituents in a timely and appropriate manner.
- Handle administrative details associated with the Development Department including printing letters, labels, and envelopes, and filing of all donor correspondence.

Database and Gift Processing Support:

- Enter all new donations and constituent information correctly and in a timely manner.
- Manage mailing lists and keep donor management system organized and operational to ensure accurate and pertinent data.
- Maintain accurate database records, updating constituent information as necessary.
- Maintain database standards and protocol for data entry and provide recommendations for changes/improvement as appropriate.
- Process credit card transactions
- Utilize import/export and reporting functions of database management system as directed.

Development Administration:

- Coordination of Community Shares and/or the Combined Federal Campaign, including renewal of registration, providing marketing content from LHS, facilitating acknowledgement of pledges, attending outreach events and meetings, and annual analysis of results.
- Manages external third-party website content accessed by potential donors including workplace giving sites, GuideStar, and Charity Navigator, and others as assigned.
- Identifies and cultivates opportunities for volunteers to assist with this position as appropriate.
- Other duties as assigned

Job Qualifications

Education and Experience:

- Minimum of 3 years' experience in non-profit fundraising/development (animal sheltering development a plus)
- Experience with DonorPerfect or an equivalent fund development database; ability to learn new software as necessary.

Knowledge, Skills and Abilities:

- Ability to proactively build relationships with volunteers and community organizations.
- Demonstrated verbal and written communication skills.
- Proficiency with Microsoft Office, including Outlook, Word, and Excel
- Excellent organizational and time-management skills; ability to set priorities and meet deadlines; ability to set and accomplish work in order of priority; professionally maintain composure and effectiveness under pressure and changing conditions.
- Ability to maintain confidentiality and to use discretion.

Working Conditions:

- Office and animal shelter environment
- Potential exposure to high noise levels and zoonotic diseases
- Exposure to all weather conditions when working at outdoor events.
- Occasional lifting of up to 50 pounds
- Frequent use of computer and telephone
- May be required to work after hours and/or on weekends.