

DEVELOPMENT AND DONOR COMMUNICATIONS COORDINATOR

Job Summary

The Development and Donor Communications Coordinator position exists to implement the agency's development strategy through individual, grant-based and electronic and print communication channels; complete all aspects of Raisers Edge development software; and provide direct support to Capital Campaign Director (supervisor) and to the Executive Director.

Job Duties and Responsibilities

- Intensively work to identify, cultivate and solicit individual donors via mail, email, telephone and personal interaction.
- Work with established EECM individual donors to maintain positive relationships and to encourage participation in events and through volunteerism.
- Act as liaison between individual donors and agency, providing information about the agency and responding to information requests.
- Plan, coordinate, direct and oversee all electronic and print fundraising appeals for fundraising campaigns, including newsletter mailings.
- Research and write articles for agency newsletters.
- Write and develop other copywriting tasks, e.g., event programs, etc.
- Write and develop EECM brochures, posters, and other promotional materials.
- Gather appropriate prospective and other individual donor information from other staff for immediate follow-up.
- Assist with the writing and submission of funding proposals and with funding reporting, as assigned by the Executive Director.
- Create/update all donor acknowledgement letters.
- Maintain Raisers Edge database and keep up-to-date on upgrading software, etc., in concert with the Operations/H.R. Director.
- Complete data entry in Raisers Edge including tracking donations and updating constituent information, e.g., mailing address changes, etc.
- Generate Raisers Edge reports, as assigned.
- Perform all aspects of Raisers Edge, e.g., data entry, daily acknowledgements, etc., as needed.
- Report all problems with software, computer, email, etc., to Operations/H.R. Director.
- Track the results of fundraising campaigns and report results to supervisor.
- Responsible for maintaining the agency's blog.
- Responsible for maintaining the agency's website, keeping the Operations/H.R. Director informed.
- Responsible for coordinating and maintaining agency's donor email communications.
- Track and replenish supplies, brochures, etc.
- Maintain bulk mail software and keep up-to-date on upgrades, etc.; keep up-to-date on mailing requirements, including attending mailing training sessions.
- Act as member of the Event Committee for fundraisers.
- Provide support to the Board of Director's Development Committee.
- Work with Capital Campaign staff and Steering Committee to coordinate communications and "asks".
- Assist other staff, as directed by supervisor.
- Provide support to the agency's Board of Directors and/or designees and to agency consultants, as directed and assigned.
- Provide direct support to the Executive Director.
- Provide backup relief to the Administrative Assistant.
- Keep Operations/H.R. Director informed of any problems, schedule conflicts, office equipment/computer problems/issues, password additions/changes, etc.
- Keep in confidence all data/names/addresses/donation amounts, etc.
- Attend all staff meetings and training sessions, as assigned.

Qualifications/Requirements

- Bachelors degree in related field and experience with successful fundraising campaigns, planning and cultivation of successful individual donor partnerships or any combination of training and experience, as approved.
- Comfort level with personal solicitation.
- Ability to engage and motivate prospective donors.
- Relationship building skills; must be a people person.
- Excellent presentation skills, professional behavior, attitude and appearance a must.
- Must be self-directed and flexible with strong problem solving skills.
- Must exhibit strong support of the agency's mission along with the sensitivity of cultural and workplace harmony.
- Demonstrated excellence in Microsoft Word, Excel, and data base management preferably Raisers Edge software.
- Goal setting and project management skills.
- Excellent proofreading skills.
- Excellent verbal and written communication skills.
- Excellent organizational skills.
- Able to work and complete jobs in a timely manner with the least amount of effort.
- Schedule flexibility.
- Able to work independently.
- Multi-task oriented and handle "full plus plate".
- Focused and self-starter.
- Able to function normally in a fast-paced environment.
- Must be a person others (coworkers, volunteers, etc.) feel comfortable asking for help, etc.
- Must have valid and current PA driver's license with clean driving record and possess reliable vehicle.
- Act 33 and 34 clearances.

Salary Range

Commensurate with experience, education and previous related achievements.

Job Closes February 21, 2011

To Apply

Interested and qualified candidates may apply in confidence by submitting cover letter, resume and compensation requirements to:

Sandy Laux
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