



# Development Coordinator -- Stewardship

**Reports To:** Development Director

**FLSA:** Exempt, Full-time

**Location:** Atlanta, GA (remote may be considered)

**Salary:** \$40,000 - \$48,000

## DESCRIPTION

The Development Coordinator is responsible for supporting the efficiency of all programs of the strategically focused Fund Development Department. This includes, but is not limited to, donor acknowledgement and stewardship, daily development department operations, supporting data entry and evaluation, and support of special events. This valuable support role would report to the National Director of Development. To apply, send your resume and optional cover letter to [jgolden@INROADS.org](mailto:jgolden@INROADS.org).

## KEY RESPONSIBILITIES

- Maintain databases and files by entering and tracking all activities, actions, call reports and deadlines in a CRM similar to Raiser's Edge and other tracking systems.
- Provide timely stewardship to donors via gift acknowledgements, phone calls and email.
- Support daily development operations through:
  - Prospect research and evaluation to maintain a full and diverse pipeline of funding prospects.
  - Creating meeting and project briefs for the Fund Development Leadership team.
  - Creating professional fundraising presentations, proposals and collateral to match funders' needs and interests.
  - Creating reports to assist with timely donor cultivation, stewardship and internal reporting requirements.
- Support special event planning and execution with duties as assigned.
- Anticipate and identify needs to improve current workflow processes within our programs around data and potential development needs.
- Provide ongoing trainings for new staff and users.
- Other duties as assigned.

## QUALIFICATIONS

- Bachelor's degree required.
- 1-3 years' fundraising experience in nonprofit fund development.
- Knowledge of Abilia, SAGE and/or other fundraising constituent management systems.
- Experience with web-based data systems (i.e., Salesforce, Exponent Case Management (ECM), DonorPerfect, etc.).
- Demonstrated proficiency in computer technology, including applications for project and data management and electronic calendars (Raiser's Edge, Windows, Microsoft Word, Excel, PowerPoint, SharePoint and Outlook preferred). Ability to quickly learn software specific to the department or institution.
- Strong written (including proofreading and editing) and oral communication skills, including the ability to briefly summarize the essence of issues and means to address them. Use appropriate grammar in verbal or written form.
- Possess a high level of organizational skills, is detail oriented, and able to prioritize in a deadline-driven environment.

**Work Environment**

Office based in Atlanta, Ga (remote may be considered)

**Special Demands**

Able to drive long distances/Sitting/Standing

**Work Hours**

Full-time

**Weekend Work Possibility**

5%

**Travel**

N/A

**To apply, send your resume and optional cover letter to [jgolden@INROADS.org](mailto:jgolden@INROADS.org).**