



Development Operations Coordinator

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| Title: | Development Operations Coordinator |
| Reports to: | Development Operations Manager |
| Classification: | Part-time, Non-Exempt |
| Hours/Week: | Up to 25 |

JOB DESCRIPTION

Summary/Objective:

The Development Operations Coordinator will join the development team to help assist with operations and processes with a key focus in supporting fundraisers towards ongoing growth. Primary tasks will be supportive and administrative in nature, with the opportunity to collaborate with the team on revenue generation.

Essential Functions:

- Provides administrative support to development team to support growing donor base with a particular focus on fundraising
- Responds to fundraising inquiries via general inbox in Outlook; Vets potential fundraisers by gathering information
- Creates and assists with webpages in online fundraising platform; Responds to comments on Classy
- Assists with fundraising set up, including providing tips, answering questions, materials requests, etc.
- Manages fundraising related materials and collateral; Supports birthday fundraisers by creating task request for materials
- Communicates with fundraisers to retain, re-engage, and collect as needed
- Seeks new fundraising leads with cause-connected streamers and gamers (Game Pink) and with schools and sports organizations
- Maintains accuracy of account details and contact information in CRM database (SalesForce)
- Fulfilled processes related to the lockbox/ach report; Identifies donor information accurately and enters into SalesForce
- Communicates lockbox/ach information to the development team and relevant parties
- Cross-trains in other work across the team to support and backup

Competencies Required:

| Competency | Description |
|------------------|--|
| Communication | Skilled at communicating up, down, sideways, all around...expresses oneself clearly with written, oral, and interpersonal communication. |
| Problem Solving | Uses logic, with the end result in mind, to tackle a problem swiftly and come up with a plan to solve it. |
| Initiative | Identifies what needs to be done before being asked or before the situation requires it. |
| Results Oriented | Sets challenging goals, understands what resources need to be involved to achieve results, and meets or exceeds goals. |

| Competency | Description |
|-------------|---|
| Team Player | Offers support for others' ideas and proposals; seeks opportunities to serve and jump in when needed; gives honest and constructive feedback. |
| Job Skill | Demonstrates depth of a knowledge and skill in a technical area related to their job. |

Qualifications:

- Team player, willing to help and support other employees and departments, engage in staff events, and demonstrate company values
- Proficient in Microsoft Office Suite
- Self-motivated, hard-working individual with a positive attitude
- Strong relationship management and social skills
- Strong communication skills, both written and verbal
- Organized and detail-oriented
- Able to maintain accurate records
- Non-profit experience, volunteering, or strong community involvement a plus

Physical Demands and Work Environment:

- Regular and consistent attendance in company office
- Occasional evening and weekend attendance at local, offsite events
- Frequently required to sit, stand, and/or walk
- Continually required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Frequently utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Occasionally required to lift/push/carry items less than 25 pounds

Application Instructions: To apply, visit the [LinkedIn job posting](#).