



Job Description: Development Coordinator

FLSA: Exempt

Employment Status: Full-Time, Salary Basis

Reports To: Director of Development

Position Overview

The Development Coordinator is directly responsible for managing the donor acknowledgement and stewardship process, including donor impact calls and notes, records management, administration, and reporting to support fundraising strategies.

Essential Duties and Responsibilities

The Development Coordinator will play a key role in managing the donor acknowledgement and stewardship process. This will include but is not limited to:

- Manage donor acknowledgement processes, including annual, first time, lapsed, and monthly donors.
- Average 15+ donor calls and notes monthly.
- Manage relationships with third-party event groups, coordinating logistics and staff/volunteer needs.
- Prepare weekly development reports as well as assist with annual mail appeal reports
- Manage Winter Wishes donor sign-up and logistics.
- Assist Events Manager with event logistics as needed including, but not limited to: securing auction items; ordering event materials; securing sponsor logos.
- Maintain all records in CCC database.
- Assist with donor prospecting for development team.
- Assist with other duties as necessary for development team.

Collaborating with other teams, this individual provides regular feedback to the philanthropic community regarding CCC programs and shares relevant stories through multi-channel communication.

Core Competencies

To perform this job successfully, an individual should demonstrate the following competencies:

1. **Mission Ownership** – Demonstrates understanding and full support of the mission, vision, and core values of CCC; can demonstrate those values to others; consistently behaves in accordance with the mission, vision, and core values. CCC's core values are: Purposeful, Accountable, Inspired, and Dedicated
2. **Team Orientation** – Demonstrates interest, skill, and success in team environments; places group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others.

3. **Time Management and Priority Setting** – Able and willing to focus time on tasks that are more likely to meet goals; uses time effectively and efficiently, eliminating roadblocks and projecting focus; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately attend to a broad range of activities
4. **Initiative** – Enjoys working hard; is action oriented; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.
5. **Interpersonal Skills** – Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable.
6. **Relationship Management** - effectively manage relationships with staff, donors, volunteers, children & families, and board.

Education and Experience

- Bachelor's degree in a related field or a minimum of one year of related experience; Or equivalent combination of education and experience
- Highly organized, self-motivated, self-monitored, and detail-oriented
- Strong verbal and written communication skills
- Desire to build and maintain strong relationships with donors, volunteers, families, and staff is required
- Knowledge of CRM databases preferred
- Proficient in MS Excel, Word and other Office products

Supervisory Responsibility

This position has no direct supervisory role.

Work Environment

This job operates in a professional office environment, off-site venues, and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or listen. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 50 pounds.

Position Type and Expected Hours of Work

This is a full-time, FLSA exempt position. Wages are paid on a salary basis. Days and hours of work are typically Monday through Friday, between the hours of 8:00 a.m. to 5:00 p.m.;

however, evening and weekend work will be required as job duties demand, especially during peak development season (May through October). This is primarily an on-site position with eligibility for occasional remote or limited hybrid work.

Travel

Travel is primarily local during the business day, although minimal out-of-area travel may be expected (less than 5%).

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Acknowledgement

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, Children's Cancer Connection reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed. I understand that I may be required to work hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at will employee. I have the right to terminate my employment at any time and for any reason, and Children's Cancer Connection has a similar right.

Employee's Signature

Date

Supervisor

Date

Children's Cancer Connection is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, Children's Cancer Connection will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with their supervisor.