

**Title:** Development Coordinator

**Reports to:** Executive Director (works closely with Associate Director)

**Status:** Non-Exempt, 30 hours/week, flexible work schedule with evenings and weekends as needed

**Vision:** A world in which everyone has a decent place to live.

### **Job Summary**

In coordination with the executive director and the associate director, the development coordinator will plan and implement all fundraising strategies including, but not limited to appeals, sponsorships, grants, special events and the development of a capital campaign. The development coordinator will support the fundraising operation, with a strong emphasis on data and prospect management. Initiatives include cultivating new and existing donors, including individuals, businesses, churches and foundations.

### **Duties and Responsibilities**

- Prospect Management
  - Manage organizations' donor pipeline by researching and analyzing prospect's charitable capacity and affinity, and create a guiding process to the next cultivation step
  - Leverage established relationships with donors, volunteers, board members and colleagues to generate new sources of support
  - Utilize and maintain donor software (Little Green Light)
- Development
  - Grant seeking, grant proposals and grant writing
  - Manage donor roster and recognition efforts
  - Utilize Little Green Light to update records
  - Prepare and maintain detailed invitation and reservation lists for events
  - Assist with donor related events/programs as requested
  - Provide additional support to staff as needed
- Data Management/Analysis
  - Analyze prospective donors and fundraising efforts via Little Green Light
  - Create summary of findings in an efficient and confidential manner
  - Create and maintain regular reports
  - Prepare quarterly board reports in coordination with the executive director
  - Donor acknowledgments/thank-you's/receipts

## Qualifications

### *Education/Experience*

- 2-5 years' experience in development work for a non-profit organization
- Firm understanding of fund development concepts and principles
- Excellent verbal and written communication skills
- Demonstrated experience with MS Word, Excel and working knowledge of donor software (Little Green Light)
- Donor acquisition
- Preferred experience planning and executing capital campaigns

### *Skills*

- Strong people skills
- Demonstrated ability to be self-motivated
- Team player
- Ability to prioritize, multi-task, and follow through with minimal direction
- Collaborative work style
- Grant writing experience preferred
- Ability to foster positive relationships with current and potential business partners/donors
- Ability to work well in a small team environment to promote company initiatives
- Problem solver
- Effective planning/organization
- Must pass a criminal background check
- Must hold a valid MT driver's license
- Obtain Certified Red Cross First Aid training and adult cardiopulmonary resuscitation (CPR)

Please submit your cover letter and resumé to Alix Provance at [alixp@habitatbozeman.org](mailto:alixp@habitatbozeman.org). Incomplete submissions will not be accepted.