



## **POSITION DESCRIPTION**

**Job Title:** Development Coordinator  
**Reports To:** Development & Capital Campaign Director  
**Status:** Non-Exempt  
**Level:** Staff

**The Development Coordinator (DC) is a non-supervisory position reporting to the Development and Capital Campaign Director. The DC maintains high-quality fundraising and development administrative support for the supervisors, the President, the Development Committee of the Board of Directors, and other management team members.**

### **Position Overview:**

The DC is responsible for various administrative and operational tasks related to donor data management, event planning and coordination, donor recruitment, engagement, and stewardship. This role supports efforts to increase funding and enhance Roberta's House's visibility. The coordinator will provide essential administrative support to the Development and Capital Campaign Director and manage CRM systems, including Salesforce, to track donor engagement and optimize development initiatives.

### **Key Responsibilities:**

- Assist with forming and executing the RH annual development plan that incorporates a range of strategies, including yearly appeals, major donors, corporate and individual appeals, and consult on social media and unique graphic products
- Provide comprehensive administrative support to the Development and Capital Campaign Director, including scheduling, document preparation, and meeting coordination.
- Manage donor data, including error-free entry and effective maintenance in both Salesforce and Donor Perfect. Perform such tasks as recording donations on an ongoing basis in the Donor Perfect database, generating the Community Investment Tax Credit and other contribution acknowledgments, and writing thank you letters.
- Compile reports for prospect review and relationship management, leveraging Salesforce to track donor interactions and provide updates on upcoming opportunities and grant deadlines.
- Provide strategic and administrative support for development campaigns and assist with the annual donor report, stewardship campaigns, and year-end appeal.
- Assist with event planning, including coordinating event schedules and maintaining fundraising-related media, direct mail, and materials. This may include hands-on support for other RH committees.

- Consult on RH social media outputs, including fundraising events, outreach, and external visibility strategies
- Support the planning and executing of the Annual Elijah Cummings Leadership Awards and Dinner and two to three other fundraising events in Baltimore and Prince George’s County, Maryland.
- Interface with vendors, event attendees, and Roberta’s House staff to maintain strong relationships.
- Liaise with the RH Director of Finance to reconcile development records quarterly and for the annual audit process, ensuring data accuracy in Salesforce and DonorPerfect.
- Assist with organizing and distributing fundraising-related media, such as direct mail.
- Provide administrative support for the RH Board of Director’s Development Committee and other event committees and maintain event schedules.
- Support the development team with general administrative duties as needed.

#### Core Competencies

- Proven track record of being highly organized, meeting goals, and adapting to changing circumstances in a highly collaborative environment.
- Proven record of assisting in securing corporate or foundation grants
- Possess adaptable and flexible approach to managing competing priorities and independently taking initiative
- Strong office procedures and systems knowledge, including word processing, file management, bulk mail processing, and form design.
- Demonstrated proficiency with CRM technology, particularly DonorPerfect and Salesforce, including data entry, database coding, generating reports, and using it to enhance donor relations.
- Proficient in Microsoft 365, Excel, Constant Contact (or similar software), and Outlook.
- Excellent communication skills (listening, speaking, and writing).
- Possess sound analytical and problem-solving skills and a strong work ethic.

#### Qualifications:

At least three years of administrative experience in a fundraising or advancement office (nonprofit experience preferred).

#### Education and Certifications:

- BA or BS degree in non-profit administration, marketing, public relations, communications, or a related field with two years of relevant experience, or a master's degree in a related field with one year of relevant experience.
- Alternatively, five years of relevant, progressive experience may substitute for education requirements.

- Certification as a Certified Meeting Professional (CMP) issued by the National Events Industry Council or Certified Fundraising Executive (CFRE) is preferred.
- Certification in nonprofit management is desired
- Experience with Salesforce and DonorPerfect is highly desirable.

#### General Requirements

- Possess a valid driver's license and use access of a private vehicle for this work.
- Ability to pass a background investigation.
- Ability to regularly work in an office environment or remotely perform work as scheduled
- Ability in prolonged periods sitting at a desk and working on a computer and prolonged standing
- Ability to work in temperatures in the extreme during agency-sponsored events
- Lift 10-20 pounds
- Travel required (15% or less) outside of the commuting area

***Email cover letter and resume to the Director of Human Resources, [bwright@robertashouse.org](mailto:bwright@robertashouse.org)***

***Roberta's House is an equal opportunity employer regardless of race, national origin, sex, age, disability, veteran status, sexual orientation, gender identity, orientation, or other classification protected under the law.***