



Danbury Animal Welfare Society (DAWS)

JOB DESCRIPTION: Development Coordinator

REPORTS TO: Director of Development and Marketing

Hours: (21 hours per week, flex schedule)

FLSA Status: Non-Exempt

Post Date: April 27, 2022

Job Summary:

The Development Coordinator is responsible for supporting all functions of the DAWS development program to raise unrestricted and restricted gifts, increase donor retention and stewardship, and bring awareness to the mission and goals of DAWS.

Responsible for management of the donor database, reporting, timely acknowledgement process, special event coordination and related event software. Works collaboratively with the Director of Development and Marketing and related committees such as the Gala Committee. Assists in executing fundraising activities to meet revenue and expense goals.

Job Qualifications:

1. Bachelor's degree preferred, preferably in communications, business, or marketing
2. At least two years of demonstrated experience performing related non-profit development activities
3. Proficient in CRM - Donor Database Software (preferably donor perfect).
4. Excellent written, verbal and interpersonal communication skills to cultivate positive relationships with a wide audience key to the fundraising and donor development process.

5. Experience with fundraising events such as Annual Gala's and working with event committees.
6. Effective, self starter with high level of organization, personal integrity and ability to work effectively in both a remote and/or team environment.
7. Prospect research skills, that can be consulted for donor relations and solicitations.
8. Computer proficiency in database management, Word, Excel, etc.
9. Affinity for animal welfare and rescue
10. Flexibility in schedule required

General Job Responsibilities:

1. Work with Director to manage annual fund and capital campaign program, event planning and donor stewardship.
2. Manage Donor Database to include inputting contributions, maintaining donor profiles, inputting contact notes, properly flagging donors and pulling data reports upon request.
3. Assist with direct mail process for annual appeal, lapsed mailings, legacy mailings, targeted adopter mailings, campaign, special events, etc.
4. Assist with weekly donor thank you calls and prepare weekly donor reports to facilitate acknowledgement process.
5. Prepare donor acknowledgement letters as per IRS requirements and include personalized notes from Director of Development or DAWS Board Member (if applicable).
6. Prepare data reports monthly to ensure development records balance with DAWS bookkeeping/finance.
7. Assist with coordination of fundraising events to include pre and post sponsor mailings, committee meeting attendance if applicable, and event day logistics.
8. Support Auction Committee Chairperson to ensure auction items and event details are listed and tracked accurately in Give Smart (event/auction software), etc.
9. Track and manage event on/offline RSVP's.
10. Interface with webmaster when applicable to provide event information/give smart event links to website.
11. Manage Capital Campaign records to include pledge payment invoicing, engraved paver orders, etc.
12. For professional development, attend seminars on fund development through give smart, donor perfect, etc.
13. Participate in DAWS staff/volunteer meetings (when applicable) to increase knowledge on current DAWS initiatives.
14. Other duties as assigned by Director of Development.

To apply: Please send resume, cover letter and *salary requirements* to alice.meenan@daws.org, subject: *development coordinator* no later than May 5th, 2022.