



DEVELOPMENT COORDINATOR
Belle Isle Conservancy
Development Department

General Statement of Duties

This is a generalist fundraising position that will provide an opportunity for exposure to all aspects of a comprehensive development program. Work will be focused on supporting individual, corporate, and special event fundraising. This individual will report to the Chief Development Officer and will work with development staff in support of the organization's mission.

Major Duties and Responsibilities

- Assure timely processing of all donations and grants received by Belle Isle Conservancy via the Development Department's CRM tools (Bloomerang) and acknowledgement of gifts to donors and grantors.
- Oversee and manage the entry process for donor information in Bloomerang, ensuring proficiency and accuracy and consistency in running Bloomerang reports.
- Responsible for maintenance of hardcopy and electronic prospect and donor files.
- Manage monthly donor disbursements through employee giving platforms, social media platforms and donor advised funds.
- Assist with donor cultivation, stewardship, and solicitation including personal letters, emails, and phone calls.
- Manage the reoccurring donors process and stewardship.
- Assist with annual donor appeals and campaigns with appropriate preparation of mailings lists and donor levels.
- Manage the tribute gift programs and acknowledgements.
- Assist Marketing initiatives in preparing constituent lists for email, social media, and digital appeals.
- Provide support to Belle Isle Conservancy colleagues on Bloomerang usage for data integrity.
- Reconcile gift entry information in Bloomerang with Finance team and weekly posting of EFT donations via bank statements.
- Manage inventory and ordering of Development office supplies and materials.
- Coordinate end of year giving statements for reoccurring gift donors.
- Prepare and submit sponsorship and pledge invoices to donors.
- Coordinate and update the Development Best Practices Handbook in conjunction with the Chief Development Officer.
- Create and manage regular and special donor reports to support Board and Fund Development Committee meeting reports and for donor cultivation and stewardship.
- Assist event staff on organization-wide special events.
- Provide support for all aspects of a comprehensive development program via other duties as assigned.

Skills and Abilities

- Passion for the organization's mission and a commitment to advancing its goals.
- Highly organized and able to work both independently and collaboratively.
- Ability to handle multiple projects simultaneously.
- Ability to prioritize according to department needs and deadlines, ensuring timely project completion.
- Strong oral and written communication skills.
- Ability to work with a flexible schedule with occasional evenings and weekends.
- Competency in Microsoft Office Suite.
- Proficient in donor database management tools (CRM) and processes.

Education, Training and Experience

- Bachelor's Degree preferred.
- 2 years of development and/or non-profit experience required.
- Experience using CRM tool and dashboarding required.

Supervision Received

Perform duties under the supervision of the Chief Development Officer.

To apply, submit resume and cover letter to careers@belleisleconservancy.org