



DEVELOPMENT & MARKETING COORDINATOR

POSITION TYPE: 40 hours per week, Hourly, Non-Exempt

REPORTS TO: Director of Development & Marketing

POSITION DESCRIPTION:

The Development Coordinator is responsible for supporting the comprehensive fundraising, donor stewardship, and marketing activities of Cancer Lifeline, as well as supporting the overall organization by maintaining the reception desk, providing hospitality to clients, board members and volunteers.

PRIMARY RESPONSIBILITIES:

Serves Agency by:

- Processing contributed income in e-Tapestry, according to protocol
- Processing credit cards, monitoring pledge status, coding and reconciling gifts with finance
- Preparing and sending gift acknowledgements in a timely manner and according to protocol
- Preparing donor income reports, mailing lists, and comparative gift reports as directed by Development Director
- Maintaining accurate and current donor information in donor database
- Stewarding a portfolio of annual donors
- Assisting in preparing minutes and reports and distributing meeting packets for special event, development & marketing committee meetings
- Attending advisory board and committee meetings as requested
- Writing, proofing and editing copy as directed
- Managing design and production of newsletters, print & online
- Assisting in preparing in-house and out-sourced bulk mailings
- Maintaining social media calendar, coordinating acquisition of content, and posting items and events on social media and website; tracking metrics; creating online ads & events
- Assisting Development Director in the planning & execution of fundraising events, including coordinating logistics, production of collateral print materials, contacting in-kind vendors, soliciting prospective sponsors, posting information on website, launching online registration page, recording RSVPs, preparing event day materials, and recruiting

volunteers, as directed; as well as post-event follow-up thank-yous, post-mortes, photo posts, etc.

- Performing receptionist duties by welcoming visitors, clients, and vendors, answering phones & door, directing calls and accepting packages
- Assisting Finance Director with preparing deposits, scanning checks, coding income, and other duties as assigned

QUALIFICATIONS:

- Previous experience in a nonprofit organization or administrative support position
- Direct fund raising and/or relationship-building experience preferred, including a passion for producing superlative events
- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Proficiency with Microsoft Word, Excel, Outlook
- Experience with graphic design software and donor database systems a plus
- Demonstrated ability to be flexible, proactive, detail-oriented, and donor-focused
- Ability to meet goals and deadlines under pressure
- Commitment to Cancer Lifeline's mission and values

HOW TO APPLY:

To apply, please send a cover letter and resume to Beth Brooks, Director of Development & Marketing, at bbrooks@cancerlifeline.org. This position will be open until filled.