

Job Opportunity
Development Coordinator
Jewish Federation of Greater Hartford

Overview and purpose:

The Development Coordinator plays a critical role by providing operational coordination for the Development department and participating in fundraising activities including event execution, donor relations, stewardship, and data management.

Key Areas of Focus and Responsibilities:

- Assist Development team with fundraising campaigns and fundraising & donor engagement events ranging from Zoom events to small parlor meetings to Federation's annual major fundraiser
- Coordinate planning for Development committee meetings, including scheduling, preparation and dissemination of agenda and materials, and meeting set-up/clean-up, including virtual meeting coordination
- Attend key Development meetings and prepare first draft of meeting minutes for review
- Manage department event and activities calendar, posting on internal and external community calendars
- Support the Development team in various stewardship and cultivation activities, including gift acknowledgements, pledge card creation and entry, and recognition programs
- Assist with management of the major gift pipeline. Maintain an organized moves management system, noting who needs to be contacted, when, and why.
- Assist with Campaign solicitation assignments. Send regular reminders to solicitors and volunteers during campaign regarding open gifts.
- Assist with management of constituent and donor data, including running reports and entering data in CRM
- Prepare emails and other correspondence to donors as well as respond to external and internal requests for information, materials, or assistance, in writing and on the telephone
- Update and manage Tribute/Memorial Giving program
- Lead Development team through fundraising and gratitude phoning campaigns including scheduling, logistics, list management, and event preparation for both in-person and virtual campaigns
- Coordinate and project manage multifaceted projects, setting realistic milestones and deadlines, and manage an organized timeline
- Research individuals and foundations and gather information for proposals and reports
- Other tasks as assigned.

Qualifications/Requirements:

- Energetic, positive self- starter with strong interpersonal skills and the ability to work creatively and flexibly
- Excellent written and oral communication and organizational skills
- Superior attention to detail

- Proficiency in utilizing technology to complete work efficiently, including use of Microsoft Office suite, particularly Outlook, Excel, and Word. Other technical skills/experience (PowerPoint, Raiser's Edge, Zoom, Eventbrite, Canva) and social media skills are a plus.
- The ability to balance multiple priorities with good judgment
- Discretion and professionalism in maintaining confidentiality of sensitive business matters
- Ability to be poised, welcoming, and personable in interacting with community members, donors, and colleagues, as well as with visitors and phone contacts
- An understanding of and a willingness to contribute to our mission and vision
- Ability to work occasional evening meetings and weekends
- Must be able to lift boxes and materials to bring to events. Setup and takedown of events. Must be able to deliver and move materials and event supplies.
- BS/BA degree