

Development Coordinator

Reports to: Director of Development
Location: Creve Coeur, MO

Summary

Children's Home Society of Missouri (CHS) is a local non-profit agency that serves children who have faced severe physical and emotional trauma in their life. We believe every child deserves BETTER no matter what the situation. A BETTER foundation, a BETTER life, and a BETTER future. And we know we have to be BETTER because kids DESERVE it. We can do the work we do because of the staff we employ.

We are seeking a full-time Development Coordinator who can lead annual fund fundraising activities that include special events including the solicitation of sponsors, stewardship of existing relationships, and successful marketing to increase attendees and funding; direct mail fundraising and provide oversight of the donor databases, ensuring that information is accurate and accessible for analysis, mailings, and reporting; coordinate volunteer opportunities within the agency and manage the Clothing for a Cause Program.

CHS embraces diversity among our staff; we are an equal opportunity employer that does not discriminate based on race, color, religion, gender, national origin, disability, age, or sexual orientation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Special Events

1. Coordinate the planning and execution of all special events including securing sponsorships, item procurement, facilitation of design and production of invitations, brochures and programs, coordination of event logistics, and overall oversight of volunteers assigned to the events.
2. Provide leadership and guidance to the event planning teams, vendors and volunteers throughout the planning and organization of event activities.
3. Manage event databases and complete all gift acknowledgement letters for in-kind, table sponsors, attendees, and volunteers.

Direct Mail and Database Management

1. Provide oversight on the process of receiving donations and gift acknowledgement letters along with other correspondence to donors.
2. Manage donor database and records, including database and gift entry, report generation, direct mail solicitations and prospecting for the agency.

3. Coordinate design, production, and mailing of appeal letters, and other donor correspondence throughout the year.
4. Maintain files for department, ensuring that information is retrievable and complete.

Volunteer Program

1. Coordinate all necessary paperwork for prospective volunteers.
2. Engage individuals and groups in volunteer opportunities throughout the agency.
3. Maintain the volunteer site through United Way and expand the volunteer recognition program.

Clothing for a Cause Program

1. Provide customer service to donors who participate in the Clothing for a Cause program including follow-up on issues, answering questions, and troubleshooting problems.
2. Provide monthly reports on the results of the program.
3. Identify new audiences to expand program through clothing drives, box placement and signup programs..

REQUIREMENTS:

1. Candidates must have a Bachelors Degree and at least 3-5 years experience in the area of special events, direct mail and database management, and/or volunteer management.
2. Candidates must have strong communication, organizational, and interpersonal skills.
3. Candidate must be comfortable engaging with donors/volunteers face-to-face and have direct experience in the solicitation process.
4. Outstanding written and verbal communication skills and proficient computer skills in Microsoft Office and related programs.
5. Experience in managing donor databases; preference with E-tapestry or other Blackbaud product.
6. Self-motivated, team player with the ability to meet deadlines, remain flexible and adjust to changing priorities in a fast paced environment. The ability to work collaboratively with volunteers, committee members, staff, volunteers and the public.
7. Capable of working flexible hours, including occasional evenings and weekends as needed to meet organizational needs.
8. Ability to work effectively with diverse populations.

CHS offers a great working environment, a comprehensive benefits package including Medical, Dental, Vision, Life and LTD Insurance, 401(k) match, Holidays, sick time, vacation, tuition reimbursement, comprehensive self care program, EAP, disability programs and a flexible Monday – Friday work schedule. Visit our website www.chsmo.org and our Facebook page to see the wonderful things we are doing in our community.

Please send Cover Letter and Resume along with salary expectations to: Human Resources, 1167 Corporate Lake Drive St. Louis, MO 63132 or hr@chsmo.org. Salary commensurate with experience.