



**Position Title: Development Coordinator (Part-Time, downtown Dayton, OH)**

Compensation: \$20-24/hour

Hours: 20 hours per week

**Position Overview:**

The Development Coordinator supports the organization's fundraising efforts, ensuring smooth database management, accurate gift tracking, and effective donor communication. This position is responsible for overseeing the donor database, managing gift renewals and acknowledgments, updating the mailing list, segmenting for targeted outreach, and preparing and sending out campaigns to drive donor engagement. The Development Coordinator will play a critical role in supporting development activities, maintaining donor relations, and executing mail and digital fundraising efforts.

**Key Responsibilities:**

- **Database Management:** Maintain and update the donor database (eTapestry/Blackbaud), ensuring data accuracy and consistency.
- **Gift Processing & Acknowledgments:** Process donations and send personalized acknowledgments; ensure timely renewals and accurate donor records.
- **Mailing List & Segmentation:** Manage and segment mailing lists for direct mail and email campaigns, based on donor profiles and engagement history.
- **Campaign Support:** Conduct mail merges, draft letters, coordinate with mailing services, and support the organization in planning and implementing fundraising campaigns.
- **Development Support:** Assist the development team in preparing materials for campaigns and events, responding to donor inquiries, and supporting donor cultivation activities.

**Qualifications:**

- Experience in fundraising, donor relations, or administrative support.
- Proficiency in donor database software (e.g., eTapestry / Blackbaud).
- Strong organizational skills and attention to detail.
- Excellent written communication skills for acknowledgments and letters.
- Ability to work independently and meet deadlines.

**How to Apply:**

Please email a cover letter, resume, and two professional references to [contact@codayton.org](mailto:contact@codayton.org) with the subject line "Development Coordinator Application."

**Application Deadline:** Nov 22, 2024