



Development Coordinator

*Reports to: Executive Director
Classification: Full-time, exempt*

Job Description

The Development Coordinator, under direction from the Executive Director, supports outreach and fundraising operations by organizing and executing development and communication activities. The Development Coordinator will participate in all fundraising activities including donor relations, marketing and communications, direct mail appeals, and special events. The Development Coordinator will also assist with basic bookkeeping and administrative duties.

Responsibilities

Fund Development

- Processes donations and prepares acknowledgement letters
- Manages correspondence with donors
- Maintains donor management database and creates monthly donation reports
- Establishes and manages donor relationships, as tasked by Executive Director
- Conducts preliminary research on prospective corporate, foundation, and individual donors

Social Media and Communications

- Manages social media accounts, including Facebook, Instagram, and LinkedIn
- Creates social media content, in partnership with Field Manager and Executive Director
- With guidance from Executive Director, implements social media content calendar
- Generates monthly report on social media engagement
- Prepares communication materials for distribution, including e-newsletters and direct mailings

Events

- Assists Executive Director in planning and executing fundraising events
- Supports Executive Director and board committees during fundraising campaigns and events
- Maintains guest lists, prepares event materials, and other duties as assigned for events
- Provides support to volunteer events as necessary

Bookkeeping

- Is responsible for data entry into accounting system and integrity of accounting system data
- Processes invoices and prepares checks for signature
- Makes bank deposits

- Maintains general ledger
- Mails vendor checks
- Manages Accounts Payable/Receivable

Administration

- Performs basic administrative duties such as filing, data entry and maintaining a filing system
- Monitors office supply levels and orders new supplies as necessary
- Monitors central email and directs inquiries to appropriate staff member
- Answers telephone and assists constituents or directs them to appropriate staff member

Required Qualifications

- Associate's or bachelor's degree
- Proficiency in Microsoft Suite
- Excellent verbal and written communications skills
- Ability to organize and prioritize work
- Ability to work independently with little supervision
- Excellent interpersonal skills
- Interest in urban forestry or environmental issues
- A sense of humor and a positive attitude
- Flexibility and willingness to work evenings and weekends as needed

Desired Qualifications

- Database management experience
- Experience with the Adobe Suite
- Previous social media management experience

Compensation

- \$35,000/year
- Health insurance stipend
- Paid time-off accrual and 12 paid holidays annually

How to Apply

Qualified applicants should submit the follow items via email:

- Cover letter
- Resume

This position will be open until filled. Applications will be reviewed on an ongoing basis. Submit application to Executive Director Zoe Rinker at zoe@savannahtree.org.

Clean background check, driving record, and drug test will be required.