



TITLE: Development Coordinator

CLASSIFICATION: Regular / Part-Time / Non-Exempt

POSTED: June 7, 2023

PURPOSE:

To help advance Camp Hanover's mission by providing essential support to the Executive Director, Board, and Development Committee through coordination, planning, and execution of fundraising efforts which enhance donor relations, cultivate a culture of philanthropy, and the strengthen organization's financial stability.

QUALIFICATIONS:

- Committed to Camp Hanover's mission and comfortable participating in the Camp Hanover community.
- Be of good character, able to exercise sound and sober judgment in a Christian environment.
- Be familiar with Camp Hanover, the Presbyterian Church (USA), and Reformed theology as it relates to Christian nurture and welcome in an outdoor ministry summer camp and retreat setting.
- Able to work independently and collaboratively in a team-oriented environment.
- Self-motivated and able to initiate tasks and complete duties with minimal supervision.
- Have strong interpersonal, written, and verbal communication skills.
- Have excellent organizational and project management skills with the ability to meet deadlines.
- Have strong attention to detail and accuracy with regard to written materials and data management.
- Proficient using computers, donor management systems and other technologies, especially Excel, Word, and Mail Merge. Familiarity with Wordpress, MailChimp, Humanitru, Windfall, and GiveGab is desirable, but not required.
- Previous experience with or education in development, fundraising, non-profit organizations (especially camp and conference related), or a related field is desirable.

ACCOUNTABILITY:

The Development Coordinator is accountable to the Executive Director as their immediate supervisor.

SPECIFIC RESPONSIBILITIES (Including but not limited to the following):

A. Fundraising Coordination

- Collaborate closely with the Executive Director to develop fundraising strategies and donor engagement plans.
- Coordinate and assist in the planning and execution of fundraising campaigns, events, and initiatives.
- Assist with coordination and management of volunteer efforts related to fundraising activities.
- Manage project timelines, tasks, and deliverables related to fundraising efforts.

B. Donor Relations

- Provide excellent stewardship to donors, including promptly acknowledging gifts and expressing gratitude.
- Respond to donor inquiries and requests for information in a timely and professional manner.
- Assist with preparation and coordination of donor recognition activities, such as newsletters and events.
- Research and identify prospective donors for cultivation.
- Assist with donor cultivation and engagement activities, such as arranging calls, personal visits, and site tours.

C. Donor Data Management

- Enter, update, and maintain accurate records in the donor management database.
- Ensure completeness of donor records, giving history, and proper documentation of interactions with donors.
- Generate donor reports, acknowledgement letters, thank you notes, and other correspondence as needed.

D. Fundraising Materials and Communications:

- Coordinate and assist with the creation, editing, preparation and mailing of fundraising materials including appeal letters, giving opportunity brochures, online giving portals and landing pages, and grant applications.

- Collaborate with the Development Committee to develop and collect compelling stories and content for fundraising campaigns, newsletters, social media posts, printed appeals, and videos.
- Ensure consistent messaging and branding across all fundraising communications.

E. Administrative Support:

- Provide general administrative support for Development initiatives, such as data entry, filing, and mailings.
- Prepare presentations, reports, and information as needed for Board and Development Committee meetings.
- Collaborate with other staff members on various administrative projects as assigned.

OTHER RESPONSIBILITIES (Including but not limited to the following):

- Attend and participate in Camp Hanover Staff Meetings
- Attend and participate in Development Committee Meetings
- Attend and participate in Camp Hanover Board meetings as requested
- Other duties related to the position as assigned by the Executive Director or as dictated by Camp Hanover’s needs

SCHEDULE:

This is part-time position, 10 hours per week. Flexible scheduling of hours is available. Working remotely is possible. At times, certain duties, activities and tasks will require working onsite in the Camp Hanover office. Availability on weekends or evenings may be necessary at times for some campaigns, events, meetings, or fundraising activities.

RELATIONSHIPS:

- Reports to and works at the direction of the Executive Director
- Serves as a staff resource to the Development Committee
- Supervises volunteers and volunteer teams performing fundraising activities
- Serves as part of the camp staff team alongside other staff and volunteers

REVIEW AND EVALUATION:

The Executive Director shall review Development Coordinator performance at least annually. This position description and annual work plans shall serve as the framework for the review. The Executive Director shall provide written copies of their review to the Development Coordinator and to the Executive Committee of the Board of Directors.

COMPENSATION:

- \$24 to \$28 per hour depending on experience and skillset
- Employer’s share of FICA
- Paid Leave and Holidays according to the Camp Hanover Inc. Personnel Policies
- \$1,000 Medical Expense Reimbursement annually with receipts required
- Membership in VAFRE or AFP, with expenses paid to attend the Virginia Fund Raising Institute conference
- Reimbursement for mileage or use of camp vehicle for work-related travel
- Reimbursement for approved work-related expenses with receipts required
- Meals when served as part of a Camp Hanover event

APPLICATION PROCESS:

Applicants are encouraged to apply by emailing careers@camphanover.org. Please attach a PDF containing:

- Cover letter addressed to the Executive Director highlighting your qualifications and interest in the position
- Resume with contact information for three professional references
- A fundraising appeal writing sample

Applications will be accepted, and interviews will be conducted on a rolling basis until the position is filled.

Camp Hanover is committed to being an Equal Employment Opportunity Employer, not only as defined by the U.S. government, but also to include gender identity and sexual orientation. Candidates from Communities of Color, or with fluency in languages other than English, are encouraged to apply.