



Discover your shine.

Development & Events Coordinator

Summary

A full-time, exempt position reporting to the Director of Development, the Development & Events Coordinator contributes to the overall success of the organization by effectively maintaining donor records, supporting stewardship initiatives and communications, and coordinating fundraising and friendraising events to enhance community engagement.

Donor Records Management & Stewardship – 30%

- Work with development team to manage and maintain donor database to include donor information, donations, and donor acknowledgments.
- Generate timely acknowledgement and recognition of donors including the distribution of tax documentation and acknowledgment letters.
- Pull reports, mailing lists, and donor records to assist in fundraising efforts.
- Conduct monthly/annual funds reconciliation with finance department.
- Support budget development and tracking throughout the year.

Fundraising and Community Events Management – 40%

- Plan and manage year-round fundraising and community-building events such as the fall festival, spring auction, and multiple donor receptions.
- Facilitate volunteer event committees and manage event volunteers.
- Responsible for event budgeting, results analysis, and vendor contract negotiations.
- Work with development team to secure event and program sponsorships.

Development Marketing & Communications – 30%

- Oversee the collaborative process for design, creation, and delivery of web content, social media, and e-newsletters for the development department.
- Working with graphic designers, oversee production of printed materials and communication pieces for the development department, including the annual Gratitude Report, Case for Support, and other print collateral.
- Manage the process of creating and finalizing mailings for the development department, working with graphic designers and external vendors such as printers and mail-houses to coordinate

solicitation material production and mailing logistics.

- Utilize the organization's communication assets, including photo library, success stories, logo library, design files, print, and digital collateral for the production of development-related communications.
- Maintain working relationships with media professionals and marketing/design contractors in support of development marketing & communications.

Qualifications

Personality:

- **Positive attitude.** Our team succeeds when all members have a can-do spirit and are fun to be around.
- **Self-starter, self-manager.** We need someone who takes initiative, anticipates needs, and gets things done on time.
- **Detail oriented.** There are many moving pieces in SPARC, and we need someone who makes complex things seem simple.
- **Positive communicator.** We want someone who can be counted on to focus on the positive, inspire the team, and value his/her/their colleagues.
- **Trustworthy.** Our team and constituents need to be able to count on the confidentiality, follow-through, and responsiveness of the person in this role.
- **Decisive.** Though senior leadership is always available to support you with sensitive problems, we need someone comfortable making decisions and judgment calls.
- **Adaptive.** We need someone who can handle unexpected situations in stride, and who is prepared and capable to step in for a member of his/her/their team at a moment's notice.
- **Committed to excellence.** We give our students, families, faculty, and the community an exceptional experience with SPARC at every opportunity possible.

Professional:

- Education: Associate's or Bachelor's degree
- Experience: Minimum two years' experience in a development position, preferably in a non-profit development office.
- Technical: Advanced skills with Microsoft Office, e-mail communication, and database management. Graphic design experience helpful, but not required.

Salary & Benefits:

\$40,000 to \$47,500 --- commensurate with experience. Benefits include include health, dental, and vision insurance; 401(k) contribution; short-term & long-term disability; PTO.

How to Apply:

Submit a resume and cover letter to employment@sparcrichmond.org

Learn more at www.sparcrichmond.org