



ESSEX HERITAGE

Job Description

Title: Development Coordinator

Career Level: Mid-level

Hours: 25-30/week

Reports to: CEO and Director of Operations (DOO)

Scope and Function: The Development Coordinator will assist the CEO and DOO in executing the ENHA Strategic Development Plan – including assisting with fundraising events, overseeing the organization’s fundraising procedures, gathering impact information from staff and their programs, assisting CEO and Board of Trustees with donor outreach and cultivation, maintaining operational CRM infrastructure, stewarding existing donors, expanding outreach, and assisting staff in prospecting for new donors and grants.

Duties include but are not limited to:

CRM Management and Gift Processing:

- Maintain and clean donor records: run monthly dashboard reports; create and manage donor segments; log CEO and Board donor interactions;
- Send donor acknowledgement letters
- Sort donations and alert CEO and Board when personalized notes are needed

Fundraising Campaigns:

- Coordinate with the DOO on the Annual Appeal and fiscal year-end project fundraising including mailings, emails, and social media;
- Assist CEO and DOO in the messaging for 30th Anniversary event and legacy fund
- Assist with rejuvenation of the Planning Giving Program
- Assist the Senior Manager of Community Engagement with two annual membership drives

Impact Gathering and Messaging:

- Assist program managers in measuring, gathering and compiling the impact data for programs
- Assist in finding methods to present this data clearly and succinctly to the staff, Board, Commissioners, partners, elected officials, and more.
- Update ‘one-page’ program sheets with staff and adjust depending on community settings
- Assist with fundraising messaging for the organization including all external communications

Event Logistics:

- 30th Anniversary Gala 2027: Be an active member of the committee to plan and execute the event on April 14, 2027 including providing logistical support for the event such as event preparations, day-of coordination, and follow-up;

- Heritage Friend Events: Work with Senior Manager of Community Engagement on using the HF events to cultivate attending guests to become members and to convert members into donors
- Donor Cultivation Events: Work with Board members to schedule and support smaller cultivation events at their homes for potential donors and/or existing donors

CEO Support

- Assist CEO in cultivating donor relationships including managing CEO's donor meeting calendar, acquiring materials for donor visits
- Assist CEO with follow up on meeting notes/next steps

Board of Trustee Support

- Development Committee: Assist CEO, DOO, and Board Chair to manage the 30th Anniversary Committee by organizing meetings, taking minutes, keeping to do lists and follow-ups.
- Assist Board Trustees in preparing their personal case for support so they can share the Essex Heritage story comfortably at a moment's notice
- Work with EH Commissioners to assess why they serve as a Commissioner, and encourage/help them prepare their personal case for support so they can share the Essex Heritage story

Prospecting for Donors

- Donor Research: Use wealth screens compiled by MCC and through Kindful software on Bloomerang. Work with CEO, DOO, and Board Chair to identify ways to engage with these potential donors through messaging, meetings, and follow up; update prospect research and circulate prospect lists as appropriate.
- Grant Research: Work with staff to research foundations applicable to Essex Heritage's mission and assist with submission and reporting as appropriate.

Ongoing stewardship with existing donors

- Establish and maintain regular communication with donors.
- Assist with Annual Impact Report (digital and printed)
- Create notecards and use them for outreach as appropriate. Share with the Board.
- Create customized reports for major donors tied to the specific programs they funded

Education and Experience Required:

- Four year degree at an accredited university
- 2-3 years of development and fundraising experience
- Proficiency in Bloomerang CRM
- Proficient with Adobe Suite

Knowledge, Skills and Abilities (KSAs) Required:

- Well organized, motivated, self-managing professional
- Positive, helpful and reliable demeanor
- Excellent verbal communication and presentation skills with clear communication
- Excellent written communication skills
- Ability to create and maintain positive personal interaction and relationships
- Ability to work in a team and carry out collaborative projects
- Willingness to learn and take initiative