

### Development Coordinator

Do you love numbers, detailed work and managing complex projects? Want to join a dynamic, fun, ambitious, forward thinking fundraising team?

The Community Shelter Board is an award-winning non-profit organization that exists to make sure people facing homelessness find a place to call home. We are seeking a professional, self-motivated associate to:

- Lead and execute event coordination and logistics for CSB's two large fundraising events;
- Provide accurate and thorough reports and metrics from CSB's donor database and wealth screening tool;
- Coordinate and handle key development operations items to support fundraising activities; and
- Manage the Home for the Holidays end-of-year giving campaign.

You'll have the opportunity to work in a fast-paced environment in this full-time position. Multi-tasking, prioritizing and excellent written communication skills are key. A successful candidate must have strong attention to detail and organization skills with the ability to be accurate and perform well under pressure. Strong customer service for both internal and external audiences is essential.

CSB offers a competitive salary, an excellent benefit program including health, dental, and vision insurance coverage, life insurance, 401(k) plan and employer retirement plan, flexible spending accounts, and generous paid time off. We also offer an attractive, comfortable work setting and free parking. Learn more about CSB at [www.csb.org](http://www.csb.org). Interested applicants should submit resume and cover letter to [hiring@csb.org](mailto:hiring@csb.org) by July 26, 2019. EEO. Diverse applicants are encouraged to apply.

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**Title of Position:** Development Coordinator

**Pay Range:** \$40,000 - \$50,000

**Status:** Non-exempt, full-time

**Benefits:** Health, dental, vision, life, disability, retirement plan, Section 125 cafeteria benefit plan, and paid leave.

**Reports to:** Development Director

**Unit:** Development & Communications

### BASIC FUNCTION

Develops and supports goals and objectives for private funding reflecting the mission of Community Shelter Board. Lead on event projects, providing oversight and management to ensure success of fundraising and engagement. Supports development team members in fundraising functions to ensure more relationships are built, supported and maximized and leads reporting and analysis efforts to monitor progress towards goal.

### ESSENTIAL FUNCTIONS

1. Manages the annual Under One Roof event including creative consultant contract; scheduling, attending and documenting planning meetings, and tickets for the event.
  - a. Maintain relationship with event consultant to ensure all event logistics are prepared and timelines met.
  - b. Ensure event stays within budget.
  - c. Achieve sell out with 800 attendees.

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- d. Manage the database components of the annual Under One Roof event including coordinating tickets for the event, sorting complex lists and tracking RSVP/attendance, recording donations, preparing reports, and other projects as requested
    - i. Maintain donor confidentiality and exercise discretion.
    - ii. Prepare database for invitation.
    - iii. Demonstrate accurate and timely data entry for purpose of organizing RSVP lists and recognition.
    - iv. Manage RSVP's, correspondence.
  - e. Coordinate event tickets for sponsors, complimentary guests, and VIPs.
    - i. Update materials, prepare database and release Under One Roof ticket details.
    - ii. Coordinate reserved seating for top tier donors.
    - iii. Track use of sponsor tickets.
2. Manages the annual Wine Women & Shoes event including consultant contract, planning meetings, marketplace vendors, auction packages, and tickets for the event.
  - a. Maintain relationship with event consultant to ensure all event logistics are prepared and timelines met.
  - b. Ensure event stays within budget.
  - c. Achieve sellout with 375 attendees.
  - d. Work with logistics and donations committee chairs to support committee work.
  - e. Manage the database components of the Wine Women & Shoes event including recognizing sponsors, coordinating tickets for the event, entering attendee names and email addresses, and preparing reports.
3. Works in conjunction with the Relationship Coordinator to oversee the Housing Hero and EveryMan monthly giving programs with data management and reports.
  - a. Regularly assess credit card declines and attempt to sign members back up.
  - b. Maintain an 80% renewal rate.
4. Leads Home for the Holidays initiatives.
  - a. Identifies strategy and messaging platform to drive donations throughout mid-November through end of December.
  - b. Develops and implements timeline for Home for the Holidays communication.
  - c. Pulls donor lists to try to retain gifts year over year.
5. Coordinates development operations such as financial and analytical reports to support the Development Director and gift processing review.
  - a. Runs financial report quarterly to assess where the department is in terms of fundraising goals.
    - i. Coordinates projections beginning halfway through the fiscal year to monitor progress towards goal.
  - b. Run analysis of fundraising results at the end of the fiscal year and compare with previous fiscal year.
  - c. Monitor pledge balances on a quarterly basis and send reminder invoices as needed.
  - d. Review gift batch coding and letters to ensure accurate data entry and recognizing/thanking donors.
  - e. Prepare fundraising update for board meetings as requested.
6. Manages self and position responsibilities in a manner which is congruent with CSB values, mission, policies and procedures.
  - a. Maintain confidentiality and discretion.
  - b. Maintain good, professional relationships with CSB staff and others.

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7. Lead on special or unique opportunities and partnerships, such as partnerships with arts or service organizations.
8. Contribute to an atmosphere of dignity, respect, and diversity, and adhere to CSB's Code of Conduct. Ensure equal treatment of others without regard to race, religion, color, national origin, ethnicity, ancestry, sex, sexual orientation, gender identity and expression, age, disability, veteran status, familial status, or socio-economic status.
9. Other duties as assigned.

### KEY LEADERSHIP COMPETENCIES

1. Is adept at gaining the trust and respect of both internal and external customers; dedicated to meeting customer expectations and requirements.
2. Communicates a compelling and inspired vision or sense of core purpose, is optimistic, makes the vision shareable by everyone, and positive attitude for engaging others to achieve impact.
3. Widely trusted and seen as a direct, truthful individual.
4. Is able to marshal resources, information and activities in an effective and efficient manner to accomplish a goal.
5. Can make decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure.
6. Effective planner to accurately scope out length and difficulty of projects; develop schedules and assignments.
7. Understands group dynamics, roles and needs of groups and their members.
8. Can handle stress and changing situations with composure.
9. Written communications convey messages and information in a clear and concise manner.
10. Can compose correspondence dealing with issues and subject matter in ways that require considerable sensitivity, discretion, and/or judgment.
11. Able to inform supervisor and others effectively, thoroughly and in a timely manner.

### SKILLS, KNOWLEDGE & ABILITIES

1. Skilled in Microsoft Windows, Outlook, Office, Excel, and Internet.
2. Excellent communication skills, both oral and written.
3. Excellent organization skills.
4. Exceptional time management skills and ability to complete projects on time and within budget.
5. Ability to work independently, manage multiple projects, and complete projects per established timelines.
6. Demonstrated ability to accurately attend to detail.
7. Ability to work some evenings and weekends.

### PHYSICAL OR MENTAL DEMANDS

1. High energy level, comfortable performing multi-faceted projects in conjunction with normal activities.
2. Ability to multi-task and maintain/oversee multiple projects simultaneously.
3. Strong analytical and reasoning abilities.
4. Well organized.
5. Well-developed interpersonal skills; ability to get along with diverse personalities; tactful, mature, flexible.
6. Ability to establish credibility and be decisive but able to recognize and support the agency's needs and priorities.
7. Quick learner – able to grasp and oversee all departmental functions and comfortable in a fast-paced environment.

### MINIMUM QUALIFICATIONS

1. Congruence with agency mission and values.

The Community Shelter Board is an Equal Opportunity employer and conforms to all applicable employment practices.

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2. At minimum a high school degree with post high school education preferred. Education or experience focused in a business field - accounting, finance, marketing, communications, project management, and data/information services.
3. Experience in event coordination, fundraising, or sales preferred.
4. Working knowledge of Raiser's Edge preferred.
5. Valid Ohio driver's license, proof of automobile insurance, and pass a criminal background check.