

**Grandin Theatre Foundation
Job Description**

TITLE: Development Coordinator

**OPERATING
UNIT:** Management

DESCRIPTION: The Grandin Theatre Foundation is actively seeking a passionate, self-motivated and energetic individual to fill the role of Development Coordinator. The primary responsibilities of this position include CRM database management, maintenance of donor records, reporting/presentation of comprehensive data and analytics, identifying and developing potential donors, corporate sponsors, members, and slide advertisers, and communicating with all groups aforementioned. The Development Coordinator will work alongside the Executive Director and Board Development Committee to measure the impact of fundraising and outreach efforts through analytics, data integrity, qualitative interactions, and offering support with special projects. This role will support the Executive Director and Board as necessary in its efforts to cultivate, solicit, and steward new and existing donors, corporate partners, members, and advertisers with the overall goal of raising philanthropic funds for the Foundation.

REPORTS TO: Executive Director

**DIRECT
REPORTS:** N/A

**FLSA
CLASSIFICATION:** Exempt

MAJOR JOB RESPONSIBILITIES:

- Identify and cultivate potential new donors, corporate partners, members, and advertisers to solicit philanthropic support to meet Foundation's operational, capital, and programmatic goals,
- Prepare gift acknowledgements, and document all donor correspondence and funding applications in the CRM,
- Draft, assemble necessary documents, and work alongside Executive Director to write grants supporting educational, operational, programmatic, and capital campaign areas of development,

- Assist the Executive Director and Board Development Committee team members to ensure accuracy of CRM related to fundraising,
- Assist in compiling and segmenting mailing lists, track activities, and analyze results from digital and mailed fundraising and marketing efforts,
- Assist in gathering data and drafting fundraising and marketing communications.
- Assist with the creation and on-going maintenance of fundraising and development reports.
- Work with accounting staff to ensure accurate reconciliation,
- Create regular donor stewardship reports and disseminate to Executive Director and Board Development Committee team members,
- Support event planning, including processing guest lists, implementation, coordination and reporting,
- In coordination with the Executive Director and Board Development Committee team members, serve as a staff liaison to the Board regarding development, recruitment, engagement, and leadership volunteer efforts.
- Provide administrative support to the Executive Director and Board Development Committee as needed.
- Attend networking events as needed such as Chamber of Commerce, Grandin Village Business Association or other area community events as a representative of GTF.
- Serve as a representative of GTF on various organizations where it is deemed appropriate (i.e. Association of Fundraising Professionals)

ESSENTIAL REQUIREMENTS:

- Ability to work well with internal staff and external vendors.
- Ability to plan, organize and prioritize work, while managing multiple deadlines.
- Ability to clearly and professionally communicate verbally and in writing with colleagues, donors, corporate partners, members, advertisers, and board/committee members.
- Ability to use computerized word processing, spreadsheet, CRM online platform, and e-mail with proficiency.
- Ability to maintain a high degree of accuracy and attention to detail.
- Ability to work occasional nights and weekends.
- Ability to work in a fast-paced environment.
- Discretion and confidentiality.

QUALIFICATIONS:

- Bachelor's degree in marketing, communications, business or related field, or equivalent work experience.

- Minimum of 3 years work experience in development, fundraising, donor programs, and community-based fundraising.
- Proven success in building productive relationships with senior staff, key business leaders, donors, partners, members, advertisers, and volunteers.
- Previous annual giving experience preferred.
- Data entry experience preferred.
- Strong research, analytical, and written communication skills.
- Organizational skills and the ability to prioritize tasks and meet deadlines all while paying close attention to detail.
- Familiarity with nonprofit work and fundraising preferred
- Demonstrated understanding of the importance of consideration for diversity, equity, and inclusion when analyzing problems, identifying solutions, and defining success when working with diverse communities
- Commitment to the mission of Grandin Theatre Foundation and our organizational values

SALARY AND BENEFITS:

Commensurate with experience, the range is \$53-\$58K per year.

Simple IRA with 3% match

Paid Time Off

Flexible work schedule

Free tickets to events

To apply, send cover letter and resume to either:

ifortier@grandintheatre.com

Or

General Manager

Grandin Theatre Foundation, 1310 Grandin Road, SW Roanoke, VA 24015