



Job Title: Development Coordinator

Reports to: Director of Individual Giving

Status: Exempt, Full-Time

Location: Evanston, IL

POSITION SUMMARY:

The Development Coordinator assumes responsibility for coordinating, maintaining and evolving the processes for all gift and data entry, donor acknowledgements and overall stewardship efforts of Alpha Phi Foundation. The Coordinator executes all aspects of the gift reconciliation process, including data analysis and reporting. The Coordinator also supports individual and chapter giving through donor communications and campaign support.

Alpha Phi Foundation is comprised of a small and dynamic team, so the Development Coordinator will have working relationships with every staff member to ensure success. The Coordinator is a member of the Development team and works closely with the Finance staff. They will serve as a primary contact for donors and prospective donors.

RESPONSIBILITIES AND DUTIES:

- Process all gifts in the Raiser's Edge, including but not limited to:
 - Direct Mail Receipts
 - Electronic Fund Transfers
 - Sustaining Gifts
 - Credit Card & Website Gifts
- Prepare and send all donor acknowledgements in a timely manner and according to industry standards, including but not limited to:
 - Gift Acknowledgement Letters & Receipts
 - Honor/Memorial Notifications
 - Individual Tax Letters
 - New Donor Welcome Packets
 - Donor Recognition Items
- Produce appropriate reports for Controller and auditors to reconcile database records with Foundation financials, including but not limited to:
 - Daily reconciliation of gifts and pledge payments
 - Monthly preparation of financial reports, merchant service transaction and pledge payments
- Monitor and update systems to continually improve gift processing efficiency and effectiveness

- Support cultivation & stewardship efforts for all donor recognition societies
- Coordinate production and timely fulfillment of campaign incentives
- Ensure all gift commitments and information related to fundraising activities are entered into the database in a timely and accurate manner
- Assist with the preparation of materials for individual solicitations and cultivation events as needed
- Assist with reporting, analysis and donor outreach for chapter solution donations as needed
- Assist with planning and support of key events for Leadership Conferences & Convention
- General office work is included, as it is for all Foundation staff, such as:
 - Filing and correspondence.
 - Answering and directing phone calls as appropriate.
 - Responding to emails in a timely fashion.
 - Filling in when colleagues are out of the office.
- Assist with various projects as needed.

EDUCATION & QUALIFICATIONS:

- Bachelor's Degree required.
- Expected to be proficient with Microsoft Office Suite, Google Drive, Raiser's Edge NXT. Knowledge of GiveSmart technology a plus.
- Preference given to candidates who have at least two years of development or data processing experience.
- Exceptional analytical, communication and interpersonal skills.
- Ability to organize and present data accurately and concisely.
- Ability to work effectively in both team and self-directed environments.
- Ability to manage multiple projects and set priorities in order to maximize efficiency.
- Ability to maintain positive personal relationships with both internal and external personnel and donors in a broad range of situations.
- Alpha Phi membership preferred, but not required.

To apply for this opportunity, visit our Careers page at www.alphaphifoundation.org/about/careers

Alpha Phi Foundation is an Equal Opportunity Employer.