



Development Coordinator Job Description

Labor Category:	Exempt
Employment Status:	Full-Time
Reports To:	Director of Development
Approved By:	Executive Director

Job Purpose:

The Virginia War Memorial Foundation (“The Foundation”) is a 501(c)(3) nonprofit corporation that supports educational programs of the Virginia War Memorial (VWM).

The Development Coordinator supports the Foundation by providing general development, administrative, and operational support. This includes meeting coordination; budget management; mailing list and database management, including production of reports; file organization; digitization of various material; marketing communications; and general activities that enhance the work of the Foundation staff.

The Development Coordinator processes all VWMF gifts, drafts acknowledgements, and tracks funding proposals and gifts in the development database. S/he coordinates logistics for the office and the production of printed materials for development mailings, board meetings, and grant proposals. S/he supports the Foundation’s leadership staff in finance matters and audit activities, including vendor management, grants, and donor development. The Development Coordinator ensures maximum efficiency of office workflow procedures and meticulous maintenance of files and records. S/he also assists in the planning and implementation of Board meetings and marketing and public messaging alongside the senior staff. S/he manages other administrative and development projects as assigned by the Director of Development.

This position requires discretion and mature independent judgment in dealing with high-level donors and in handling sensitive and confidential information.

Duties and Responsibilities:

Database Administration & Reporting

- Enters/processes gifts, pledges, and other relevant data into database;
- Maintains foundation, corporation, and individual donor/prospect files in the Development database and organizational records;
- Maintains records of approved Planned Giving submissions and manages all pledge submissions and scheduled fulfillment;
- Records Minutes of Board meetings and select committee meetings;
- Prepares daily, weekly, monthly, and annual prospect, donor, membership and other financial reports using CRM Core and Quickbooks; and
- Updates and maintains Board contact lists, mailing lists and email lists.

General Development Administration

- Handles much of office administrative duties, including donor database management, vendor management, accounting reconciliation, supply orders, and some budget preparations;
- Coordinates grant research, grant writing, schedules grant proposals, and ensures response, recognition, and follow-up reports for grantors;
- Supports the Staff Accountant as directed by the Executive Director;
- Helps manage a diverse group of Board Directors, donors, and volunteers;
- Manages central office functions, vendors, supply orders, and visitors;
- Prepares documentation and acknowledgments of in-kind and financial donations, ensuring accuracy and promptness;
- Provides requisite financial reports for the Board Treasurer and Foundation staff;
- Assists with budget management and timeline tracking for executive and administrative projects; and
- Performs other development and administrative duties as assigned by the Director of Development and senior staff.

Prospect Research

- Conducts preliminary research on prospective corporate, foundation, and individual donors;
- Helps prepare development staff and volunteers for donor and prospect meetings;
- Conducts regular research for War Memorial and Foundation media coverage and donor news, including obituaries; and
- Regularly records prospect and donor information in the donor database.

Communications

- Drafts general letters: acknowledgement letters, pledge reminders, etc.;
- Ensures all donors are thanked promptly for gifts;
- Assists Director of Development with creating content for the quarterly newsletter, Annual Report, online blog, appeals, and other donor communications;
- Assists Director of Development in coordinating social media messaging and press releases, press communication, and other marketing as necessary; and
- Manages scheduling and distribution of materials for Board meetings and Board committee meetings.

Skills/Requirements:

- Commitment to the mission of the Virginia War Memorial Foundation;
- Bachelors or Associates degree required;
- One-year experience with grant writing or in a writing-intensive position strongly preferred; experience with higher education organizations and non-profit fundraising a plus;
- Experience with contact management systems a plus, particularly database management such as CRM Core software and Quickbooks;
- Strong communication skills, both verbal and written; ability to accurately copy edit;
- Self-motivated; ability to work independently and as part of a small but growing team;
- Detail-oriented, strong time-management skills and ability to prioritize work in a fast-paced environment to meet goals and timelines with minimal oversight;
- Collaborative team-player with the ability to successfully engage with colleagues across the organization;
- Ability to interact professionally and discreetly with donors, volunteers, and other individuals involved in our efforts;
- Flexibility and adaptability to changing work environments;
- Working knowledge of applications including Excel, Word, Outlook, and Adobe Acrobat

- Experience in fundraising and/or marketing/sales experience preferred;
- Prior retail experience or Point-of-Sale (POS) experience preferred; and
- Graphic Design and Website management skills a plus.

Physical Demands and Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required to sit for long periods of time; stand; walk; climb stairs (100%);
- Use hands, fingers, arms, kneel, crouch, crawl (100%);
- Occasionally lift and/or move up to 40 pounds and boxes (10-20%);
- Frequent light physical effort required (40%); and
- Ability to work flexible schedules in order to accommodate events (40%).

Salary, Schedule, and Benefits:

Salary commensurate with experience. Work schedule is Monday through Friday and may include occasional evenings and weekends as needed. The Virginia War Memorial Foundation is proud to offer a competitive benefits package including health, dental, and life insurance, a retirement plan, and a generous PTO schedule.

To Apply:

Please submit resume and cover letter including salary requirements by email to Mary-Michael Wachur, Director of Development, at mmwachur@vawarmemorial.org. Please include 'DEVELOPMENT COORDINATOR' in the subject line. No phone calls please.

The Virginia War Memorial Foundation is an Equal Opportunity Employer.