



Role Summary

The *Development Coordinator* is a detail-oriented, mission-driven team member who plays a central role in advancing Community One's fundraising efforts through strong systems, thoughtful event leadership, and consistent donor stewardship.

This role exists to ensure that Community One's development work is organized, data-informed, and executed with excellence. The Development Coordinator manages donor data and systems, leads key fundraising events, and supports donor engagement through timely and meaningful follow-up. This individual brings a strong ability to manage details, steward systems, and coordinate projects, while contributing to a team culture that is collaborative, faith-driven, and focused on lasting impact in our community.

This is a full-time, exempt salaried position reporting to the Philanthropy & Brand Director and serving as part of the Community Engagement team. This role offers a salary range of \$40,000 - \$45,000 and is eligible for participation in a SIMPLE IRA retirement plan and an elective group medical plan.

Qualifications & Skills

- A strong alignment with Community One's mission and a desire to serve through this work
- Bachelor's degree or equivalent experience in nonprofit management, business, communications, or a related field
- Experience with event planning and coordination preferred
- Experience with CRM systems (Salesforce preferred) and comfort working with data and reports
- Strong organizational skills and attention to detail
- Strong project management and coordination skills
- Ability to manage multiple projects and deadlines simultaneously
- Proficiency in Google Workspace and general computer systems
- Ability to learn new systems and processes quickly
- Self-motivated, dependable, and able to work both independently and as part of a team
- Strong written and verbal communication skills for internal coordination and donor interaction

Essential Functions

Development Operations & Data Coordination (40–50%):

- Serve as the primary staff member responsible for day-to-day management and use of Salesforce
- Maintain accurate and up-to-date donor records, ensuring strong data integrity

- Process incoming gifts, including check entry and other offline donations, in a timely manner
- Generate and send donor acknowledgment letters and receipts
- Build and run reports and dashboards to support fundraising efforts and leadership decision-making
- Manage and organize donor, volunteer, and event data, including list imports and segmentation
- Support the Executive Director and Philanthropy & Brand Director by pulling donor insights, tracking engagement, and helping prioritize outreach
- Execute data-related requests from team members, including list generation and campaign support
- Help identify trends, opportunities, and areas for growth within donor and volunteer data

Event Leadership & Coordination (35–45%):

- Lead the planning and execution of Community One’s primary fundraising events, including the Golf Outing and Gratitude Breakfast, ensuring that events support budgeted philanthropic goals
- Manage all aspects of event coordination, including timelines, logistics, vendors, and team collaboration
- Track and manage event sponsorships, including coordination of invoicing and follow-up
- Oversee event registration, attendance tracking, and data integration within Salesforce
- Utilize donor and volunteer data to inform invitation strategies and event engagement
- Coordinate staff and volunteer roles to ensure smooth and effective event execution
- Evaluate event outcomes, including participation, engagement, and overall effectiveness
- Lead or coordinate Restoration Tours (approximately 3–6 annually) and support additional events across the organization as needed
- Maintain inventory of branded items and ensure materials are prepared and available for events and team use

Donor Stewardship Support (10–15%):

- Provide consistent and thoughtful follow-up with donors and event participants
- Conduct thank-you calls, send handwritten notes, and support other stewardship efforts
- Manage a small portfolio of donors, primarily focused on engagement and appreciation
- Assist in post-event follow-up to strengthen relationships and encourage ongoing involvement

Physical Demands:

- Work is performed primarily in an office environment and requires the ability to operate standard office equipment and keyboards. Must have the ability to lift small totes, packages and other items (up to 15 pounds), to walk short distances, and drive a vehicle to deliver and pick up materials.
- Must possess a valid driver's license and a clean driving record.

Faithfulness

Community One is a Christian workplace. As a public role in a Christian organization, this role requires agreement with the Community One Statement of Faith and Staff Covenant.

These statements are intended to describe the general nature and level of work being performed, and are not to be construed as an exhaustive list of duties and requirements. Additional duties may be assigned from time to time as deemed appropriate and/or necessary.