

Development Coordinator, Part-time, Needed

Department: Advancement/Development Office, Thaddeus Stevens College of Technology, EOE

Reports to: Director of Grants

Position Summary: Development Coordinator is responsible for coordinating many fundraising and grants management processes, including foundation research, recordkeeping, grant reporting, donor communication, publications, and events in busy college Advancement/Development Office. Part-time, independent contractor.

Principal Accountabilities

- Manage the annual EIO/EITC donations process, including related prospect and donor communications.
- Maintain foundation, corporation and individual donor files.
- Process donations, including scholarships, and prepare thank you letters and other correspondence.
- Track and prepare grant reports.
- Conduct preliminary research on prospective corporate, foundation, and individual donors.
- Help coordinate timely creation and dissemination of publications, including annual report, calendar, and other mailings.
- Assist with donor cultivation, giving, and recognition events, including invitations, solicitations, seating, registration materials and other duties as assigned for fund-raising events, including ExtraGive Day.
- Prepare materials for distribution (i.e., copying, filing, mailing, e-mailing).
- Other duties based on professional passion, experience, and as assigned by Director of Grants.

Preparation and Knowledge

- Bachelor's degree in communications or related field.
- A minimum of three years' experience, preferably in a nonprofit fundraising office.
- Proficiency in Microsoft Word, Excel and PowerPoint.
- Knowledge of Mail Merge and basic accounting helpful.
- Ability to present information concisely and effectively, both verbally and in writing
- Ability to organize, prioritize, and work independently with little supervision.
- Detail oriented.
- Excellent interpersonal skills.

Performance measures

- Success in maintaining and increasing EITC donations.
- Timeliness in coordination of DO publications and special events.
- Well written letters and grant reports.
- Success in maintaining donor files.

Apply with cover letter, resume, and list of grants/donations personally secured to Deb Strubel, Director of Grants, Thaddeus Stevens College of Technology, 750 E King St., Lancaster, PA 17602 or dstrubel@stevenscollege.edu.