**Summary:**

The Development Coordinator will assist in the donor development and communication for the CDS Wolf Foundation. Directly participates and assists with Wolf Foundation events, donor relationships, and planning to ensure determined goals are met. This position provides administrative and clerical support to the ongoing operations, including records retention, administration of donor and contact database, communication, and processing of necessary documentation related to major gifts.

# Essential Job Functions:

* Work collaboratively to support events, tours, outreach efforts, and communications to existing donors and potential donors.
* Write and/or work with appropriate departments to prepare and update collateral materials.
* Input and maintain the donor database for the CDS Wolf Foundation
* Compile regular reports of fundraising performance and results
* Coordinate events related to fundraising and donor cultivation, including hotel, travel, and other needs related to donor hospitality, in accordance with agency policy.
* Assist with receiving/processing of in-kind donation drop-offs.
* Schedule meetings as needed, including coordinating use of conference and/or meeting areas.
* Assist with developing presentations to include general preparation, identifying resources, collateral and materials, equipment needs, producing scripts, and creating PowerPoint slides.
* Ensure completion of all administrative data entry, record keeping and storage functions pertinent to department’s needs.
* Ensure completion of all typing/filing/correspondence as needed.
* Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
* Perform all other duties relevant to the position as requested.

**Knowledge, Skills, and Abilities**

* Excellent organizational skills and attention to detail.
* Meet professional obligations through efficient work habits such as multitasking, establishing priorities, meeting deadlines, honoring schedules, and coordinating resources and meetings in an effective and timely manner.
* Strong proficiency in Microsoft Outlook, Word, Excel, and Powerpoint.
* Ability to prioritize, delegate and meet aggressive deadlines in a fast-paced environment while maintaining the flexibility to adapt quickly to fluid or rapidly changing situations.
* Possess excellent written and verbal communication skills.
* Possess strong interpersonal skills.
* Ability to maintain a high and strict level of confidentiality.

**Education and Experience:**

* Associates degree or equivalent experience.
* Minimum of two years of administrative experience required.
* Experience in funding databases (i.e. DonorPerfect) and job-related computer programs a plus.

*All experience and education requirements, except when required by federal, state, or local laws or requirements, may be waived at the discretion of management with the approval of the Chief Operations Officer, in collaboration with Human Resources.*

**Physical Requirements/Working Conditions:**

* Sedentary working environment

**Corporate Qualifications/Expectations:**

* Must be at least 18 years of age
* Must meet applicable Vehicle Operator Requirements.
* Adhere to all CDS Life Transitions, Inc. policies and procedures.
* Adhere to the Agency Mission, Vision, Shared Values, and Customer Service Standards.
* Attend mandatory education and training modules as scheduled; obtain and maintain required certifications.
* Maintain all required certifications/training by State regulations and CDS policy
* Act as a professional representative of CDS Life Transitions, Inc. in regards to appearance, behavior, temperament, communication, language, and dress.

*The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, skills, required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the direction of the employer.*