



## **Fund Development Coordinator**

**Department:** Advancement – Fund Development

**FLSA/Classification:** Salary/Exempt

**Salary range:** 44,720 - 48,880 a year/ **Dependent on Experience**

**Reports to:** Vice President of Advancement

### **Summary:**

The Fund Development Coordinator is responsible for assisting with fundraising at Wesley Willows. This includes all aspects of donor database management, gift stewardship, donor communication, and special event coordination. This is done with a donor-centered approach to philanthropy and as part of an outcomes-based team of professionals.

### **Essential Duties and Responsibilities include, but are not limited to:**

1. Database Management: Experience in Blackbaud Raiser's Edge NXT. This includes developing strategy around increasing the use of Raiser's Edge by incorporating data from other departments, providing high level reporting, and identifying potential system enhancements.
2. Gift Processing: managing gift records and processing; compiling data; preparing information for the Board of Trustees; gift stewardship.
3. Event & Project Management. Assists with coordinating department special events, including annual fundraisers.
4. Volunteer Management: Coordinates volunteers for departmental needs, including preparation for the Box Office Benefit, bulk mailings, and volunteer hour reporting.
5. Grants: Working with the VP of Advancement, responsible for grant research and co-writing all department grants.
6. Employee Giving Campaign: Manages giving campaign on campus, including promoting and communicating campaign to departments; managing donations and reporting progress.
7. Staff liaison: Acts as staff liaison to some Wesley Willows resident organizations.
8. Newsletter: Assists with the creation and development of quarterly newsletter, including Maintaining recipient database; writing copy; proofreading; editing, and coordination with vendors for printing.

**Other Responsibilities may include:**

- Assist with developing and maintaining positive resident and community relations, including demonstrating professionalism at all times.
- Ability to handle confidential matters with a high level of integrity.
- Excellent interpersonal and communication skills. Ability to work in a collaborative team environment.

**Minimum Education/Skills/Experience/Credentials:**

- Good interpersonal relations with proven communication skills, both verbal and written.
- Some college required; degree preferred.
- Experience with Raiser's Edge software
- Proficiency with MS Office products required
- Ability to interface effectively with seniors, their families, employees, and community members is essential.

**Other regulated requirements:**

- Must be willing to undergo pre-employment background check, including (MVR) moving vehicle records.
- Must have or be willing to receive the Flu-Shot Vaccine, and TB testing.
- Must be willing to undergo pre-employment drug screening, including cannabis.
- Must be willing to undergo biometric screening.

**Wesley Willows/Peterson Meadows is an Equal Opportunity Employer**

**Wesley Willows/Peterson Meadows operate a Drug & Alcohol-free campus**

**Interested?**

**Please complete an application at  
[www.wesleywillows.org/careers](http://www.wesleywillows.org/careers); or send cover  
letter and resume via email to  
[hr@wesleywillows.org](mailto:hr@wesleywillows.org)**