

## **JOB DESCRIPTION**

**JOB TITLE:** Development and Donor Engagement Coordinator

**EMPLOYER:** Dr. Martin Luther King, Jr. Community

**Center DEPARTMENT:** Development

**REPORTS TO:** Director of Development

**This is a full-time position.**

**Benefits Eligible: Health, Vision, Dental, Life/ADD, STD, LTD)**

**Pay Range: \$55,000/year to \$60,000/year**

### **SUMMARY:**

The Development and Donor Engagement Coordinator is a key contributor within a small, high-functioning team advancing the mission, vision, and values of the Dr. Martin Luther King, Jr. Community Center. Reporting to the Director of Development and working closely with the Marketing & Communications Coordinator, this role supports fundraising operations, donor stewardship, and the successful execution of giving campaigns.

This is a hands-on, fully onsite non-exempt position in a busy department with multiple priorities and deadlines. The ideal candidate is a proactive, flexible, detail-oriented professional who enjoys and excels in taking ownership of projects, collaborating closely with teammates, and contributing to a mission-driven environment.

### **DUTIES AND RESPONSIBILITIES:**

**The essential functions include, but are not limited to the following:**

#### Donor Database and Reporting

- Manage and maintain accurate donor records in the organization's CRM database.
- Prepare regular and ad hoc fundraising reports, including donor trends, stewardship activity, and campaign performance.
- Ensure data integrity through routine audits, data cleanup, and consistent data entry practices.
- Assist the Office Administrator as needed with gift processing, reconciliation, and tracking of donor acknowledgments.

#### Donor Prospecting and Stewardship

- Manage timely donor stewardship communications and coordinate stewardship efforts for donors up to \$1,000 annually, with an emphasis on retention, appreciation, and engagement.
- Conduct prospect research.

- Support donor segmentation and communication strategies in collaboration with the Director of Development

#### Fundraising and Giving Campaigns

- Coordinate the organization's participation in key giving initiatives, including 401Gives and Giving Tuesday and external events including the Newport Marathon and Pell Bridge Run.
- Manage campaign timelines, donor tracking, and post-campaign reporting.
- Collaborate closely with the Marketing and Communications Coordinator to support donor outreach and consistent messaging.
- Provide administrative and project support with additional fundraising activities as needed, including occasional evening and weekend responsibilities.
- Performs any other duties as they pertain to the overall needs of the organization as required.

#### **SUPERVISORY RESPONSIBILITIES:**

- This position has no employee supervisory responsibilities; this position may supervise interns and volunteers, as needed.

#### **QUALIFICATIONS:**

- Minimum of two (2) years of experience in a nonprofit fundraising/ development sector.
- Demonstrated proficiency using donor databases/CRMs including email marketing tools; Bloomerang experience strongly preferred.
- Demonstrated proficiency with Microsoft Office tools.
- Strong organizational and time-management skills with the ability to manage multiple priorities and deadlines.
- Excellent attention to detail and follow-through.
- Excellent written and verbal communication.
- Proven ability to work independently while also being a collaborative, team-oriented professional.
- Willingness to work fully onsite and maintain a flexible schedule as needed.
- Specialized equipment used, such as: DLSR camera, cell phone camera and video.
- Employment contingent upon successful background screening.

#### **COMPETENCIES:**

- **Communication** - Communicates well, delivers presentations, and has good listening skills.
- **Community Relationship Success:** Treats all clients, donors and members of the community with dignity and respect. Resilient in handling stressful and challenging situations, while maintaining a positive attitude. Problem solves and can pivot to meet the challenges of the situation.
- **Results Driven** - Defines appropriate goals, works toward achieving goals, articulates vision and steps for achievement.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Continually required to speak and hear; use keyboards and computer screens.
- Frequently required to stand, walk, sit, and utilize hand and finger dexterity.

- Occasionally required to climb, balance, bend, stoop, kneel or crawl; occasionally exposed to outside weather conditions.
- While performing the duties of this job, the noise level in the work environment is usually moderate.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required: close vision; distance vision; color vision; peripheral vision; depth perception and ability to adjust focus.