

Jo Daviess Conservation Foundation  
Full-time Position Opening

Who: Jo Daviess Conservation Foundation

What: Development Coordinator

Where: Elizabeth, Illinois

When: 40 hours per week

Salary: \$36-\$38,000 plus benefits including paid time off, discretionary bonus, retirement and flexible scheduling.

**Purpose:** The purpose of the position is to develop, manage and coordinate entry to mid-level fundraising activities for JDCF. The Development Coordinator, under the direction of the Associate Director, has numerous responsibilities related to organizational fundraising. They are the point person for planning and executing mid-level fundraising events, developing and mailing membership renewals, and creating segmented annual appeal requests. They generate e-mail lists to contact groups of supporters and volunteers for fundraising events. The Development Coordinator also ensures that charitable gifts to the nonprofit are correct and creates reports that are kept in a fundraising database and presented to funders as requested.

The Development Coordinator must have strong leadership skills to manage volunteers and successfully run events. Organization skills are also a big must, as the Development Coordinator often handles many unique tasks at once. Additionally, they must be proficient in Microsoft Word, Excel, Power Point and Publisher. The Development Coordinator will maintain the fundraising database and keep track of other documents.

#### Duties and Responsibilities

- Manage all annual giving programs and budget
- Membership database entry and management
- Capital campaign assistance
- Coordinate/assist with organizing and implementing special events for donors and partners
- Develop and test direct mail campaigns/social media campaigns
- Assist with filing and keeping calendars/schedules
- Assist with assembling and processing mass mailings
- Manage volunteers in the development department
- Some nights and weekend work is required
- Other administrative and support tasks as assigned

#### Skills/Experience:

- Computer proficiency in Microsoft Office software products and donor management software
- Demonstrated skills and experience in writing; experience in creating press releases, case statements, grants and fundraising letters is preferred
- Good organizational skills; ability to organize others
- 1-3 years of experience in non-profit fundraising world