

# Development Coordinator

**Position Reports To:** Director of Development

**Department:** Development

**Status:** Part-time / Hourly

**Salary Range:** \$20 to \$22 per hour based on experience.

## **Organization:**

The Samaritan Center's mission begins and ends with people and the community. For the past 35 + years, the Samaritan Center's mission is to foster hope and healing through professional counseling, consultation and education while respecting and integrating personal and spiritual values. We believe that healing is an integrated process that encompasses mind, body, spirit and community. We strive to ensure that quality, professional services are accessible to all people, so we provide funding for clients who need assistance, and outreach services to the community. Currently, Samaritan's outreach to the community is to local middle and high schools through the TeenHope program. This screening program identifies students struggling with depression, anxiety and suicidal thoughts and increases awareness of mental health issues. Samaritan also provides consultation and education on a wide range of issues for businesses, organizations, churches and clergy.

## **Position Summary:**

Under the direction of the Director of Development, the Development Coordinator is responsible for the day-to-day function of the Development office, including database management, donor correspondence, data reporting, support with event planning and assisting in grant reporting requirements and deadlines.

- Coordinates functions of the Development Team
  - Processes daily contributions for deposit. Enter gift information accurately into the database.
  - Fulfills gift entry and acknowledgement in donor management system. Prepare gift activity reports as needed. Reconciles with Finance as needed.
  - Maintains accuracy of CRM data and utilizes relevant database features to build and deliver requested reports to strengthen development efforts.
  - Supports grant reporting requirements, processes and filing.
  - Assists with fundraising activities, such as preparing letters and solicitation packages and maintaining updated files and contact lists.
  - Coordinates and completes bulk mailings and helps recruit volunteers to assist in this process.
  - Assists with event planning, including assistance in designing Save the Date cards, invitations, event programs, etc.
  - Coordinates drafting and updating annual appeal letters and various thank you letters as needed.
  - Maintains communication with relevant contacts as assigned by the Director of Development.
  - Assists with newsletters and other publications as needed.

## **Qualifications & Skills:**

- Possesses educational background, certifications, or experience in the areas of development, marketing, and donor relations.
- At least 2 years of administrative support experience in a fast-paced environment.

- Must enjoy interacting with and assisting others.
- Comfortable working in a digital environment with a suite of digital tools. Word and Excel are necessary. High level of proficiency in Excel helpful.
- Proficient in Donor Management or Client Relationship Management programs and tools (knowledge of DonorPerfect is preferred.)
- Excellent communication skills, effective organizational skills, a strong attention to detail, and the ability to maintain confidentiality required.
- Ability to manage multiple projects and timelines, organization skills and clearly communicate critical details with all stakeholders.
- Proactive mindset and ability to work both independently and collaboratively as part of a team.
- The candidate should be flexible, energetic, possess a professional demeanor, and enjoy problem solving.

**Application Process:**

To apply, please send a cover letter outlining why you are interested in this position and your resume to [ahanna@samaritanlancaster.org](mailto:ahanna@samaritanlancaster.org). Applications are accepted on a rolling basis until we are able to find the right candidate for the organization.