



ATLANTA RONALD McDONALD HOUSE CHARITIES, INC.

Job Title: Development Coordinator

Date: November 15, 2017

Job Purpose:

The Development Coordinator plays a vital role to the entire ARMHC team. This position manages the daily processing of donations and correspondence and is vital to the financial success of the Charity. This position requires prompt, daily and accurate processing, follow-through and use of Microsoft Office, Raiser's Edge, and QuickBooks and ensures financials are accurate. This position is responsible for maintaining accurate constituent records, data integrity and extraction. Attention to detail, discretion and confidentiality of donor and Charity information, flexibility, excellent written and verbal communication skills, and a passion for ARMHC and its mission are required. This position reports to the Development Manager.

Qualifications:

1. College graduate.
2. Two years non-profit or relevant experience preferred
3. Possess the following skills and aptitudes:
 - a. Strong attention to detail to ensure accuracy and consistency of all data entry
 - b. Excellent verbal and written communication skills
 - c. Excellent record keeping skills
 - d. Excellent computer skills and knowledge of donor software programs; experience with Raiser's Edge preferred
 - e. Excellent organizational skills
 - f. Time and resource management skills
 - g. Self-starter, able to work independently as well as part of a team
4. Ability to build and foster relationships with individuals with a variety of ages, backgrounds and experience through face to face communications and targeted messaging
5. Basic layout and design skills and social media knowledge a plus
6. Ability to work under pressure and meet deadlines, including evenings and weekends as needed to achieve goals.
7. Ability to balance multiple projects and deadlines simultaneously while exuding a positive attitude.
8. Possess the following characteristics: compassion, tact, honesty, maturity, trustworthiness, flexibility, professionalism and ability to work as part of a team.

ESSENTIAL FUNCTIONS:

- Use Raiser's Edge donor database system to record all donations and create appropriate correspondence within two business days from the time the donation is received
 - Donation recording includes all online donations, processed through Online Express and creating acknowledgements for those who request it
- Manage all partner and internal donation sites, including but not limited to: hosted employee giving sites on armhc.org, Global RMHC, Network for Good, Crowdrise
- Ensure all necessary information is available for completion of monthly financials
- Work closely with Sparkmon back office and ARMHC Office Manager on monthly reconciliation of Quickbooks and Raiser's Edge
- Serve as primary "income" contact during annual audit and provide audit backup to Office Manager
- Oversee all in-kind donation gift entry; entering in-kind gifts of \$500+
- Provide financial backup to Office Manager – assisting with deposits, running monthly pledge reports
- Assist with the download and integration of in-kind donation and volunteer data
- Provide backend assistance on recurring giving program including processing monthly gifts and overseeing changes; complete annual tax acknowledgements
- Assist with Raiser's Edge entry of call reports, stewardship reports, contact information, setting actions etc. for the Development Team
- Work with Development Manager on annual creation of Raiser's Edge code tables to ensure accurate accounting functions
- Serve as primary contact for all donation questions
- Provide back up to the Development team on grant applications including assisting with collecting grant attachments, especially financial information
- Coordinate all aspects of Development Committee meetings, from preparation through follow through of minutes and action items for each committee member. Help track action steps through moves management
- Assist with annual budget planning and the Development Team annual plan
- Serve as primary contact for updating donor recognition including Super Signs, AAR binders and plaque and panels
- Maintain organized filing system and accurate records for Charity to facilitate good stewardship and ensure relevant history is easily accessible.
- Execute proactive clean up of Raiser's Edge
- Research and identify new opportunities for funding.
- Help identify and coordinate projects for Development interns and volunteers.
- Manage ARMHC profile on Charity Navigator, Guide Star, Your Cause, etc.
- Coordinate Matching Gift program and ensure that all Matching gifts are fulfilled; serve as primary contact for Double the Donation software and all matching gift related questions
- Coordinate annual Hearts and Hands Society benefits and appreciation event to ensure exceptional stewardship of this key donor group.
- Help develop strategies to advance all development-related funding areas.
- Provide administrative support to the Development team

Other Functions

- Articulate the mission and vision of the Charity including the history and current statistics.
- Promote community awareness of Atlanta Ronald McDonald House Charities.
- Attend meetings and functions as designated by Director of Development or President & CEO.
- Fill speaking engagement requests, as appropriate
- Serve as a back up for Development Manager

Disclaimer:

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that the other or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, workload, rush jobs, or technological developments).

Physical Demands:

Maintain an office within Administrative Offices at ARMHC
Near visual acuity essential for reading.
Talking and hearing essential for communication.

Responsibility:

The Development Coordinator reports directly to the Development Manager of Atlanta Ronald McDonald House Charities and is evaluated annually.

Approved:

Director of Development

Date

Accepted:

Development Coordinator

Date