



DEVELOPMENT COORDINATOR

Williston

POSITION SUMMARY

The VFN Development Coordinator supports the Development and Communications Manager to co-coordinate and implement Vermont Family Network's annual sustainable funding plan with a primary focus on Meet the Family tours and the Strong Families, Strong Futures breakfast.

QUALIFICATIONS

- Bachelor's degree required
- Experience parenting or caring for a family member with special needs preferred
- Exceptional attention to detail and written and verbal communication skills
- Ability to be a self-starter, take initiative, meet deadlines, and work independently
- Experience with working as part of a team
- Familiarity with different databases preferred

PRINCIPAL DUTIES

Development

- Shared accountability with the overall coordination and implementation of VFN's annual sustainable funding plan and timeline
- Co-coordinate annual fundraising breakfast and other donor -related events
- Coordinate pipeline team, including delegating tasks, facilitating meeting and recruiting new members
- Serves as the primary tour guide for Meet the Family tours
- Make follow up calls to all tour guests in a timely fashion
- Become a subject-matter-expert on donor database and ensure data is accurately captured in database.
- Attend annual training out-of-state
- Support President/CEO in the completion of development tasks

Promotion

- Work as part of a development team to promote and embrace an organization-wide culture of philanthropy
- Solicit, develop and tell stories of the VFN mission
- Support major gift and sponsorship cultivation as needed

SUPERVISION

Reports to Development and Communications Manager

APPOINTMENT

.53 FTE, 20 hours/week, 12 months/year

SALARY

Grade D