



Job Title	Development Coordinator	Reports to:	Chief Development Officer
Team:	Core Support	FLSA Classification:	Non Exempt (Hourly)
Position Type:	Part Time	Hours per Week:	Average of 30

ORGANIZATION OVERVIEW

Matthew 25 is a vibrant, growing non-profit organization. Our mission is to empower people to transform neighborhoods and we envision a thriving, connected community where people are valued, and talents are multiplied; where neighborhood families have access to safe, affordable housing and healthy food; and where youth are empowered through reading and the creative arts.

Matthew 25 is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To perform this job successfully, an individual must be able to perform each responsibility satisfactorily with or without accommodation. The requirements listed below are representative of the knowledge, skill, and/or ability to be successful.

ESSENTIAL DUTIES/RESPONSIBILITIES (include but are not limited to the following)

- Work with the Chief Development Officer in the administration of Matthew 25's grants, fundraising, and donor relations activities.
- Manage donor database with an eye for detail in data management and comfort in data analysis:
 - Maintain accurate donor and volunteer records.
 - Download donation information from third party sites and ensure timely entry into the donor database.
 - Set up notes, tasks, relationships and other information in the database according to established protocols.
 - Run reports and assist with analysis, dashboards, and reconciliation.
 - Do routine maintenance tasks to ensure data accuracy.
- Assist with grant administration:
 - Oversee the grant calendar and upcoming deadlines for applications and reports.
 - Assemble necessary materials, metrics, pictures, and stories from program managers for grant applications and reports.
 - Work with Finance team to track money spent and left on reimbursement grants.
 - Research new grant opportunities.
- Coordinate mailings to donors and supporters.
- Create and maintain tracking systems for special fundraising initiatives.
- Conduct research and analysis to aid the Chief Development Officer and Executive Director in donor outreach and relationship-building.



- Respond to general inquiries about donations in a friendly and appreciative manner.
- Assist with writing and basic design of materials such as sponsorship solicitations and newsletters. (Possibility of increased writing and/or design responsibilities based on skill level.)
- Assist in the documentation of standard processes and procedures for development work.
- Recommend process improvements for increased efficiencies.
- Display and promote company values.
- Regular attendance as determined with your leader.
- Other duties as assigned.

SKILLS AND ABILITIES (include but are not limited to the following)

- Commitment to the organization's mission.
- Caring about economically challenged people and neighborhoods.
- Desire and drive for your work to contribute to an inclusive and sustainable society.
- Exceptional organizational skills.
- Excellent attention to detail and accuracy.
- Self-motivated and able to consistently meet deadlines.
- Strong analytical skills to identify and resolve problems.
- Ability to handle sensitive and confidential situations and documentation.
- Strong commitment to creating a positive donor experience.
- Good written and verbal communication skills with professional demeanor.
- Ability to work in fast paced, rapidly changing, and regulated environment.
- Effective in time management and managing multiple priorities.
- Exhibit sound and accurate judgment.
- Ability to work effectively across departmental teams.
- Demonstrated ability to learn and apply new approaches.
- Maintain professional technical knowledge.
- Proficient in Microsoft Office Suite products and ability to learn new systems quickly.

EDUCATION AND/OR EXPERIENCE (include but are not limited to the following)

- Bachelor's degree in a related field or equivalent in relevant experience.
- Experience in database management strongly preferred

PHYSICAL REQUIREMENTS/ WORKING ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit an average of 7-8 hours per workday.
- Stand an average of less than one hour per workday.
- Walk an average of less than one hour per workday.
- Bend/Stoop – Rarely (1-2 times/day).
- Squat – Rarely (1-2 times/day).



- Reach above shoulder level – Rarely (1-2 times/day).
- Up to 10 lbs of weight carried – Rarely (1-2 times/day).
- Up to 10 lbs of weight lifted – Rarely (1-2 times/day).
- Hands used for repetitive action: Fine Dexterity (i.e., typing, writing, filing) – Constant (greater than 25 times/hour).