

Development Coordinator

Short Post

The Development Coordinator position is responsible for assisting with running, maintaining, and growing our fundraising and stewardship programs, as well as assist in other areas of need. The position requires a person who is customer service oriented, knowledgeable, and comfortable with technology, and who can work independently, as well as in a team setting, with a willingness to work full-time during the end of year holidays.

This position is a full-time in-office position.

For more detailed information, please see our post on LinkedIn, or email work@savethemanatee.org. No phone calls, please.

Long Post

Save the Manatee Club is a 501c(3) non-profit located in Maitland, Florida dedicated to our mission of seeing manatees protected, advocated for, and saved from harm.

Employment type: Full-Time

Job purpose:

To support the organization by maintaining and growing our fundraising and stewardship programs under the supervision of our Director of Development & Operations.

Job Tasks

- Review mailed check batches for major donors and unique circumstances.
- Write handwritten thank you notes to longtime supporters
- Respond to supporter and children's inquiries
- Prepare Major Donor and other stewardship letters for signature and filing
- Research and stewardship for Tribute Contributions
- Coordinate correspondence with Corporate Partnership inquiries
- Coordinate artistic endeavors with other staff
- Coordinate follow up with raffle and other contest winners
- Coordinate bequest paperwork
- Stewardship for In-Kind gifts [non-media]
- Review Grantstation for new funding opportunities
- Review fundraising appeals
- Assist with answering phones as needed
- Assist with gift entry as needed
- Coordinate Director of Development schedule and tasks with outside fundraisers
- Other special stewardship, education, and in-office projects as needed
- Monitor donate@savethemanatee.org email box
- Monitor Club website and Facebook and advise of any items of interest
- Monitor data entry for integrity as needed
- Stewardship of Workplace Giving supporters