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# Example of Development Coordinator Job Description

Our company is growing rapidly and is hiring for a development coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for development coordinator

* Analyze donor data and generate reports to inform annual and multi-year fundraising initiatives
* Build and improve processes for tracking donor and volunteer activities
* Track and report on donor campaigns, overall fundraising progress, and other metrics as needed
* Prepare weekly donation reports, Board materials, monthly fundraising dashboard report, and additional miscellaneous detailed and accurate reports as needed
* Perform Production Coordinator duties for the development team to streamline and improve the development pipeline from pitch to premiere
* In coordination with the SVP and VP of Development, actively search for new development talent to bring to the team for consideration
* Attends internal department meetings to record decisions and assignments
* Partnering with OER management and front-line fundraising staff to support committee membership, engagement strategies, communication and donor related data management
* Coordinating with team members within OER and across the School to manage fundraising volunteer data and outreach including cultivation and appeals related correspondence
* Ensuring the production and dissemination of ongoing, tailored points of communication with all fundraising volunteer committee members throughout the year to drive connections between members and with the School

## Qualifications for development coordinator

* Assists in proposal submission and tracking process
* 1-2 years working in a service-oriented field
* Experience in and the ability to give and take pitches and present shows to full Channel as new programming is rolled out
* Bachelor’s degree plus three years of related administrative experience
* Assisting in the development of committee meetings and conference calls that result in member engagement, working closely on logistical execution points, event management and follow up
* Providing administrative support to members of the Operations and Volunteer Leadership teams that supports efforts for programming which may include but is not limited to running reports, scheduling meetings,and tracking donor data through University systems