



JOB OPENING

10/12/2020

POSITION TITLE: Development Coordinator

REPORTS TO: Development Manager

SUPERVISES: N/A

DEPARTMENT: Fundraising and Development

HOURS: 30 hours per week

TYPE OF POSITION: Non-exempt, eligible for benefits

PRIMARY LOCATION: VCP Office, 211 N. 13th St, Suite 303, Philadelphia PA 19107; virtual as needed

POSITION SUMMARY

Vetri Community Partnership (VCP) teaches hands-on culinary nutrition lessons with the goal of empowering children and families to lead healthier lives. We are a team of hardworking, fun-loving individuals motivated to share how easy and affordable it can be to make and eat vegetable-forward dishes at home. Working throughout the greater Philadelphia community, we hire dedicated team members who are excited to educate, learn from, and interact with participants of all ages.

VCP seeks an engaged and professional Development Coordinator to join our team and play a key role in the implementation of our fundraising strategy. VCP's Development Team ensures that the organization meets the annual financial goals by securing the funding necessary to deliver our high-quality educational programs. The Development Coordinator will support the Development Manager and Director in donor cultivation and stewardship, as well as special event logistics and coordination. The Coordinator will maintain our donor database, which includes data entry and donor stewardship. The Coordinator will also process donations and will work closely with the Finance Manager to reconcile income accounts.

Upon hire, all VCP employees must complete three background checks required to work with youth in Pennsylvania: PA Criminal Background Check, Child Abuse History Check, and FBI Fingerprinting record.

SPECIFIC RESPONSIBILITIES

- Support the team in the logistical execution of VCP's annual fundraising event including recruiting vendors, tracking ticket sales and guest lists, coordinating entertainment, stewarding in-kind donations, and tracking auction items and values
- Ensure all sponsors, attendees, donors and volunteers are tracked appropriately in CRM database
- Assist in the fulfillment of event sponsor benefits
- Proactively execute incoming donation process on on-going basis including check deposits, data entry, acknowledgment letters, and reporting
- Work with the Finance Manager to ensure accuracy of financial data
- Enter, update, and manage prospect/donor information into CRM database with efficiency and accuracy



- Coordinate with Program Teams to ensure all program partners, liaisons, volunteers are accurately entered and grouped within the CRM database
- Research prospective institutional and individual prospects/donors and prepare research profiles and special events look-books
- Assist the Development Team with portfolio stewardship calendars
- Assist with the set-up and implementation of mail and digital donor appeals, campaigns and other fundraising initiatives within the CRM, website and online fundraising platforms
- Regularly review and prepare donor reports including Weekly/Monthly Donors, Portfolio Stewardship, Income & Cash Projections, Foundations, Campaign & Appeal Status, Event R&E, approaching deadlines, etc.
- Actively seek new funding opportunities to drive revenue and visibility for VCP, including cause marketing, third party funding, P2P and beneficiary campaigns
- Perform administrative duties to support Development Team as needed
- Other responsibilities as assigned

WORK EXPERIENCE & SKILL REQUIREMENTS

- A minimum of 1 year of related development or administrative support is required
- Excellent organizational skills
- Collaborative, team-oriented
- Strong verbal and written communication skills
- Excellent time management skills required; must be able to successfully manage multiple projects simultaneously
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Knowledge of Customer Relationship Management (CRM) databases, Salsa CRM, Salsa Engage, and Wealth Engine preferred
- Passion for VCP's mission

BENEFITS

- \$31,000 annual salary
- Health, dental and life insurance after 60 days
- 401(k) with company match after one year of service
- Accrued paid time off (PTO)
- Monthly cell phone stipend
- Pre-tax transit benefits

APPLICATION PROCESS

Visit vetricommunity.org/careers to complete our online application and upload resume, cover letter and any required supporting documentation.

Vetri Community Partnership is an Equal Opportunity Employer. For more information visit vetricommunity.org.