



Children's Development Academy

Position Description

rev. Dec. 24

TITLE: Part-time Development Coordinator

REPORTS TO: Director of Advancement

SUMMARY OF FUNCTIONS:

The Development Coordinator is a part-time position working up to 15 hours a week. The Development Coordinator works collaboratively with the Advancement team with an emphasis on donor stewardship, database management, and other administrative duties to broaden the impact of the CDA mission.

MAJOR DUTIES AND RESPONSIBILITIES:

- Maintain the CDA's donor database and all coordinating CRM tools, including data entry, imports, running reports and quality control.
- Coordinate tax receipts and letters of acknowledgement of donations.
- Manage Giving Circles donor lists and assist with fulfilling donor benefits and events.
- Assist with CDA fundraisers including, but not limited to, Party on our Playground, the Down Home Derby and Thank Yous and Brews.
- Help coordinate in-kind donations for school programs and drives.
- Assist with sponsor benefit fulfillment for all sponsorships, including special events and school programs.
- Assist with the development and execution of marketing and fundraising appeals.
- Act as an ambassador for the CDA at community events.
- Other duties as assigned.

ORGANIZATIONAL RELATIONSHIPS:

The Development Coordinator works in collaboration with the entire Advancement team including development, marketing, special events and volunteers. The Development Coordinator reports to the Director of Advancement.

EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

- Bachelor's degree preferred.
- 2+ years of nonprofit experience required.
- Strong computer skills, including MS Office, and working knowledge of Excel required.
- Strong oral and written communication skills, attention to detail, and accuracy.
- Experience with database management preferred.
- Administrative experience including data entry and mail merges.
- Self-starter with the ability to multi-task and prioritize.
- Passionate about the mission of the CDA.
- Ability to work occasional night and weekend hours required.

ADDITIONAL REQUIREMENTS

Must have reliable transportation; A valid driver's license; Vehicle insurance; Ability to work a flexible schedule; Ability to pass a criminal background check; Ability to learn and follow CDA procedures; Ability to work effectively with minimal daily supervision and guidance; Ability to operate a computer and other office equipment, including, but not limited to, the telephone, computer, and copier; Ability to use Microsoft Office Suite and Agency selected database for the collection of required data; Ability to occasionally lift items weighing 5 to 15 pounds; and Ability to successfully work with culturally diverse staff and service population.

SALARY & BENEFITS

- \$18-\$20 per hour, with an average of 15 hours per week.
- 401K match up to 4%.
- Employee Child Care Discount.
- PTO begins accruing after one year of employment; additionally, the CDA observes most major holidays and is closed the week between Christmas and New Year's.

WORK LOCATION: This is an on-site only position at 89 Grove Way, Roswell, GA 30075.

To apply email a cover letter and resume to dclayton@cdakids.org.