

Chattanooga Girls Leadership Academy/Chattanooga Preparatory School

Position Title: Development Coordinator

*Summary:* Assist Development Team and Consultants with general office duties and donor relation activities.

*Qualifications:* Proven administrative support skills including the ability to multi-task and support varying personnel and demands. An associates or college degree preferred with a preference given to candidates possessing non-profit experience. Minimum of one-year experience in area of development.

*Duties and Responsibilities:*

1. Build and Manage Fund EZ database through entering all incoming gifts and pledges; producing thank you and pledge reminder letters; and entering all donor relation information as directed.
2. Conduct prospect research and prepare donor profiles for individual and corporate prospects
3. Manage incoming and outgoing mail through collecting and distributing; maintaining postage machine balance; posting and mailing all letters and packages on a daily basis.
4. Assist staff and consultants with bulk mailing projects including mailing list development, mail merge, printing; and assembly through delivery.
5. Oversight of office supplies including inventory management, ordering and receiving as outlined through established protocol.
6. Weekly bank deposits and agency errands as required.
7. Assist with Board meeting preparations – send meeting reminders; room set up, take board minutes, support Founders and Executive Director through preparation of board and committee materials as necessary.
8. Reserve conference rooms for various board and committee meetings and functions.
9. Prepare Development Team meeting agendas and distribute with support materials; take and distribute meeting minutes.
10. Assist team members with various special projects including logistics and informational packet development.
11. Oversee Odyssey/Chatt Prep Fundraiser, and Golf Tournament committees - manage the sponsor and attendee data for the event, assist with logistics, assist with thank you process
12. Prepare and distribute all thank you notes and letters.
13. Manage Google Calendars.
14. Respond to inquiries by providing information and/or referral to appropriate staff or consultants.
15. Perform other duties as assigned.

*Other Requirements:*

Aptitude and willingness to learn Fund EZ database system

Proficient in Windows including Power Point, Excel and Word

Knowledge and ability to post and follow social media for Chatt Prep/CGLA

Ability to lift 25 pounds and be outdoors at times for events

Excellent oral and written communication skills

Motivated self-starter

Strong organizational skills

Ability to tour guest and learn information concerning school

Ability to work independently and as a team player

Exceptional assessment and follow through skills

Ability to manage various levels of task priority as driven by multiple team member projects

Basic knowledge of various office equipment and computers

Reliable transportation