



**Position:**  
Development Coordinator

**Classification:**  
Full-time, Non-Exempt

**Supervisor:**  
Development Manager

### **Summary/Objective:**

The Development Coordinator provides direct support to the Development Department to help ensure the overall success of fundraising campaigns, programs, and events. The Development Coordinator supports the organization's receipting process through transaction entry, account monitoring and reconciliation, and audit support. The position works as a member of a team and is responsible for processing donations and plays a lead role answering questions and resolving problems related to cash and revenue entries. The Development Coordinator actively uses PAC's CRM, fundraising system, and Excel in daily work and is comfortable with technology and working in a dynamic, fast paced environment. The position will also assist in donor recognition, stewardship, development and implementation of events, community relations and assistance with marketing of the programs, services, and fundraising opportunities, and any activities related to the Development Department.

### **Essential Functions**

- Process all gifts and receipt acknowledgement including, but not limited to credit cards, checks, cash, online donations, stocks, and gift-in-kind.
- Generate and track acknowledgement, PAC Drive certificates, and tribute letters for all gifts.
- Coordinate with development team to ensure accurate list management and reporting, including recurring gifts, lapsed donor reports, direct mail correspondence, solicitation codes, and mail merges.
- Provide administrative support to the Development Department, including but not limited to, letters of intent, proposals, matching gift requests, PAC Drives, parish outreach, third party processing, grant reports, pledge and payment reminder and other mailings.
- Accurately input all fundraising income, reconcile accounts monthly against the Manager of Finance's monthly income report.

- Maintain all records in the CRM database system to efficiently ensure accuracy, data integrity, and timely reporting to meet the needs of the department.
- Manage and respond to calls, inquiries, and/or emails from donors and community constituents in a timely manner.
- Manage constituent programs (e.g. Knights of Columbus ASAP), creating and sending out communications throughout the year, processing donations and matching gifts, responding to receipt requests and program information.
- Coordinate program logistics with local parishes in the Archdiocese, when needed.
- Additional duties may be assigned, and functions may be modified, according to business necessity.

## **Competencies**

- Passionate about the Pregnancy Aid Clinic's mission and purpose.
- Ability to work independently on assigned tasks as well as to accept direction on given assignments, and actively participate in team-based projects.
- Keep mission-critical processes running smoothly, investigating and troubleshooting, resolving data issues, creating new and innovative ways of working.
- Proficient in Microsoft Office Suite applications and ability to learn and manage department-specific software.
- Excellent time management and leadership skills.
- Experience with reconciling established budgets.
- Proven ability to work effectively in a team environment.
- Excellent verbal and written communication skills.
- Strong organizational skills, accuracy, attention to detail, critical thinking skills.
- Ability to organize time and manage diverse activities to meet deadlines, while maintaining a commitment to excellence.
- 2-5 years of development experience is required, particularly in nonprofit development.

## **Apply:**

Send cover letter and resume to Cynthia Granger at [cgranger@pregnancyaidclinic.org](mailto:cgranger@pregnancyaidclinic.org).

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