



Position Announcement

Position Description

Job Title: Development Coordinator
Reports to: Vice President of Development
Status: Full time, exempt

Job Summary

This is a full-time position chiefly responsible for providing data and administrative support for the fundraising functions of Dix Park Conservancy. The Development Coordinator supports the annual fund and membership programs, processes contributions and memberships, generates associated reports and donor acknowledgements, and provides administrative support for the Development team. The Conservancy uses Raiser's Edge/NXT as its CRM.

Dix Park Conservancy is a 501(c)(3) nonprofit organization that works in partnership with the City of Raleigh to help ensure the creation and long-term success of Dix Park. The successful candidate will thrive in a dynamic work environment that requires flexibility, initiative, and intuition and embraces the successful and growing philanthropic efforts that support the Conservancy and Dix Park.

Responsibilities

Annual Fund and Membership Support

- Assist with direct mail and email campaigns for the annual fund and membership programs.
- Produce segmented lists from the CRM for annual fund and member appeals and prospecting.
- Administer and fulfill member benefits.
- Respond to questions from donors and members.

Gift and Member Processing

- Enter donor contributions and member payments in CRM.
- Prepare and send acknowledgement letters for all gifts, memberships, and pledges.
- Prepare and send monthly pledge invoices.
- Process all forms of payments for contributions and pledges (e.g., checks, credit cards, wire transfers).

Data Administration Support

- Produce regular reports and dashboards on contributions, memberships, prospects, pledges.
- Reconcile gifts, pledges, and payments with the Finance Department.
- Assure accuracy of data entry and records (e.g., gift codes, contacts, attributes, tags).
- Continuously improve and enhance donor and prospect data.
- Maintain data operating procedures file.
- Manage integration and input of new-to-file data into the CRM.

General Administration Support

- Assist CEO, VP of Development, or Development Committee members with meeting preparation, including scheduling, collateral materials, engagement plans, and follow-up.
- Make arrangements for meetings including room set up, meal ordering, meeting invitations
- Take minutes of Development Committee and Trustee Council meetings.
- Support grant administration by tracking deadlines, maintaining grant file resources, assisting with applications and reports.
- Support donor stewardship efforts.
- Provide general administrative assistance to the Development team, e.g., replies to general inquiry emails, pick up mail, preparation for board or other Conservancy meetings and events.

Our ideal candidate possesses a combination of these skills, experiences, and competencies:

- Proven track record in database management, preferably Raiser's Edge/NXT or other donor-centered CRM.
- Proficiency in Microsoft Excel, Word, Teams, Adobe Acrobat. Familiarity with Constant Contact, Eventbrite.
- Excellent organizational, time management, and problem-solving skills.
- Experience in nonprofit administration, particularly in fund development.
- Strong written and oral communication skills.
- Detail-oriented with a strong commitment to data accuracy and credit card security.

Expectations

- Upholds the mission and values of Dix Park Conservancy.
- Is a self-starter and shows curiosity about the work and the park.
- Demonstrates a service-oriented mindset in interactions with donors and co-workers.
- Completes work in a timely manner, especially in acknowledgment of donations.
- Has a basic understanding of bookkeeping and a broad understanding of accounting processes.
- Commits to the confidentiality of donor records.
- Participates regularly in online Raiser's Edge/NXT database training.
- Works in office a minimum of 3 full days a week.
- Possesses a valid NC driver's license and personal car.

Salary and Benefits

- Competitive compensation range \$55,000 – \$62,000 commensurate with experience.
- Benefits include generous health, life, vision, dental insurance, holidays, paid time off, and health days; 401(k) retirement plan contribution with organizational match after three months of service.

Application Materials Required

- Cover letter, resume, and at least two professional references.
- Submit email applications with your last name and "Development Coordinator" in the subject line to: jobs@dixparkconservancy.org.
- Applications requested by June 20, 2025, and accepted until the position is filled.

Dix Park Conservancy values a diverse and inclusive workplace and is committed to a collaborative, supportive, and respectful work environment.