



14477 Benn's Church Boulevard
Smithfield, VA 23430
(757) 357-3367

Development Coordinator Job Description

- TITLE:** Development Coordinator
- POSITION:** Full-Time, Non-Exempt
- SALARY:** \$36,000
- BENEFITS:** Flexible scheduling, 88 hours of Paid-Time-Off (PTO), and scheduled staff holidays

Historic St. Luke's Restoration, doing business as St. Luke's Historic Church & Museum, seeks a highly-qualified individual to coordinate a comprehensive Annual Fund program that raises over \$160,000 a year. The Coordinator also assists with the Legacy Fund and Capital Improvement Projects as required and generates monthly reports to the Board.

Historic St. Luke's Restoration (HSLR) is a 501(c)3 nonprofit organized for charitable and educational purposes in support of its ongoing mission. The Mission of Historic St. Luke's Restoration is to preserve, protect, and promote this historic church landmark and its collections, documents, history, graveyard, and surroundings.

Under the guidance of its Board of Directors, HSLR oversees investment reserves and designated funds in support of ongoing preservation, conservation, and stewardship of the church building, grounds, cemeteries, and collections including artifacts, furnishings, and ephemera, the promotion of Newport Parish and the church buildings history and the early-American pursuit of Religious Freedom and Separation of Church and State through educational events, programs, and initiatives, annually-approve, monitor, and asses operational budgets, and undertake capital improvement campaigns to help preserve and improve the 43-acre campus and chief artifact - the 17th century brick church building.

TO QUALIFY:

- We are looking for a candidate with a minimum of two years of relative work experience in a development position in a nonprofit, museum, or educational institution. Must have experience composing fundraising appeals and working with executive directors, Board committees, and volunteers.
- The successful candidate will have superior communication skills, attention to detail, a focus on results and proficiency in Microsoft Office 360 and Google For NonProfits

Applications Suite. Experience with a fundraising database is required - DonorPerfect is preferred.

- Bachelor's Degree from an accredited college/university in the field of nonprofit business management, fundraising and development, or institutional advancement, or equivalent training and experience is preferred.

TO APPLY: A complete application package must be submitted via email to the Executive Director at tballance@stlukemuseum.org. The complete application package includes a Cover Letter, Resume/CV, and list of three professional references. The applicant will complete and submit an Application for Employment following an initial interview to support the application and consideration process.

PLEASE NOTE: Historic St. Luke's Restoration is an equal opportunity employer. Applicants and employees are protected from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), national origin or disability (Civil Rights Act, 1964 and Americans with Disabilities Act, 1990). Job applicants are screened based on what is presented in the Employment Application and criminal background checks are performed following prior applicant authorization. All full-time and part-time paid staff of Historic St. Luke's Restoration are required to complete an Application for Employment. All volunteers of Historic St. Luke's Restoration are required to complete an Application for Volunteerism.

POSITION DESCRIPTION:

Responsibilities:

The Development Coordinator, in partnership with the Executive Director and Board of Directors, is responsible for the creation and execution of Development Strategies and Tactical Action Plans in the pursuit of achieving organizational charitable revenue goals including operational funding, planned giving, and capital improvement projects.

Duties to include:

Stakeholder Cultivation and Management:

[25 hours]

- Coordinate with all staff members in identifying and coordinating stakeholder data management (desperate spreadsheets, digital databases, systems, and other records) to improve fundraising movement management (moving lowly-invested stakeholders to highly-invested stakeholders).
- Coordinate with all staff in identifying opportunities and coordinating efforts to generate more stakeholders including donors, cemetery clients, private event rental clients, volunteers, and educational programming patrons.

- Coordinate the entire grant cycle process including identification, researching, contacting, gathering, creating, and submitting grant applications, overseeing grant funding fulfillment, and producing and submitting final grant reports.
- Produce and maintain fundraising dossiers on highly-qualified donors and prospects.
- Create and maintain relationships through meetings, events, and multimedia and technological communications.
- Prepare and mail timely thank you notes/letters following receipt of gifts (in-kind donations or monies), grants, and sponsorships.
- Create and send monthly email campaigns to all stakeholders.
- Partner with the Executive Director and Board of Directors to identify and manage fundraising campaigns, grant opportunities, and sponsorships.
- Metrics tracked and annually reviewed include Total Engagements, Total Stakeholders, Facebook Likes, Average Email Recipients, Total Development Mailing Recipients, Instagram Followers, Aver./Email Reader, Total Donors, and Total Tower Society Donors.

Donations:

[10 hours]

- Process and deposit gifts from donors, grants, and sponsors.
- Update and manage DonorPerfect Online and ConstantContact databases.
- Manage donation levels.

Operations:

[5 hours]

- Participate in weekly staff and other team meetings as necessary.
- Prepare monthly Development Reports to the Board.