



We're Hiring!

Position: **Development Coordinator**

Location: Remote

Wage: \$24 - \$28 per hour

Compassion & Choices is seeking a **Development Coordinator** to help advance our work to improve care, expand options and empower everyone to chart their end-of-life journey.

This position is primarily responsible for managing a database with duties that range from running queries and creating reports, to editing individual donor records, and data hygiene (householding, deduping, etc.). Also, this role helps with planning and preparing for in-person and special events held across the country from behind-the-scenes, drafting foundation grants and reports that draw upon a pool of approved documents, preparing final materials for submission, and providing administrative assistance to the Chief Development Officer (CDO) to arrange travel, communicate with donors to secure meetings, manage expenses, and other tasks as assigned.

This is a full-time, remotely-located, paid position reporting to the Development Services Manager. Compensation offered will be commensurate with experience.

We offer excellent benefits including employer-shared medical and dental insurance premiums, employer-paid short- and long-term disability, life and accidental death & dismemberment insurance, flexible spending account for medical and child care, commuter pre-tax benefit, eligibility to participate in 401K with generous 5% employer match and 100% vested at time of eligibility, 11 paid holidays, 17 PTO days first year, and personal days.

Primarily, the person in this position:

- Build complex queries (with inclusions and suppressions) and reports to produce financial reports, prepare mailing lists, analyze the effectiveness of fundraising and cultivation efforts, track groups of people, and produce data around a variety of other metrics and data analysis.
- Manually edit database contact records both individually and via bulk updates.
- Lead ongoing data hygiene efforts including record deduping, householding, mailing address maintenance, management of salutations/envelope addressee data, coding, channel opt-in and opt-outs, etc.
- Respond to questions and investigate to identify and correct contact and contribution records
- Lead pre-event scoping calls to collect key information and drive preparations throughout the planning process including the completion of post-event actions. Maintain schedules, timelines, and deadlines, communicating regularly with staff who are assigned tasks to ensure work is completed on-time and in-full.
- Manage invitation production with duties that range from drafting text for review, securing approval, coordinating with graphic designers, pulling lists from the database and coordinating

lists from other sources, producing envelopes and/or labels for postal invites, stuffing and mailing postal invites, and collaborating with C&C's Digital department on the sending of eblast invites and follow ups.

- Work as a member of the Development Services team together with colleagues to back each other up and meet departmental needs as they arise. This means administrative work as well as special projects and assignments come up regularly that are supported by the person in this position and others.
- Organize logistics for team gatherings including securing catering and hotels, agenda setting, developing presentations and taking notes, among other logistics.
- Develop fundraising proposals and reports. Draw from a pool of existing materials (including past submissions to the funder) to thoughtfully prepare first drafts for other team members to edit and finalize.

Preferred Qualifications (You will be a good fit):

Education and Experience:

- B.A. in Business, Marketing, Communications or Non-Profit Management– or an equivalency of related experience and/or education may be considered.
- Three (3) years' experience in nonprofit development, research, or similar field.

Skills:

- Excellent oral and written communication
- Ability to work independently and as part of a team
- High level attention to detail; ability to meet all deadlines.
- Ability to read and write research profile, reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization. Ability to write complex donor background reports that include various source information in a style that is easy to read and understand.
- Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
- Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Computer Skills: Experience in building complex queries (with inclusions and suppressions) and build reports of various types including: financial reports based on hard and soft credits and different types of 3rd party giving; mailing lists; results of fundraising campaigns and cultivation efforts; tracking multiple data points for groups of people; and produce data around a variety of other metrics and data analysis. Fluency in internet research using public and private sources of data. Skilled in creating and manipulating data in spreadsheets to analyze, manage, and prepare information for database bulk using functionality. This includes skill in using sorts, filters, formulas, and formatting applications. Use vlookups and other advanced capabilities to merge and match lists. Follow and/or create business rules and standard operating procedures to ensure complete, accurate, and consistent data management and the protection of key constituents where communication and contact with staff is tightly controlled. Working

knowledge of other basic computer functions including word processing, calendar and email management, document management, phone and video conferencing. Google Suite knowledge is helpful.

How to Apply:

Email current resume and cover letter as one PDF document to jobs@CompassionAndChoices.org. In the subject line of your email, indicate "Last_First Name, DC 07-2021". In your cover letter, please (1) indicate how your personal philosophy aligns with our mission, (2) provide a brief summary of your directly related experience, and (3) provide your salary expectation (with a specific amount/range vs 'negotiable').

Questions about the position may be directed to jobs@compassionandchoices.org.

About Compassion & Choices

Across the nation, Compassion & Choices works to create a society that affirms life and accepts the inevitability of death, embraces expanded options for compassionate dying, and empowers everyone to choose end-of-life care that reflects their values, priorities and beliefs. To make this vision a reality, we improve care, expand options and empower everyone to chart their end-of-life journey.

Compassion & Choices is committed to building a staff that reflects the diverse communities that make up our country. We are an Equal Opportunity Employer and recruit, hire, train, promote, and administer any and all personnel actions without regard to age, color, creed, disability, economic status, ethnic identity, gender identity, national origin race, religion, sex, sexual orientation, veterans status, or any other basis prohibited by applicable law.

Link to Job Description: <https://compassionandchoices.org/about-us/employment>