



We're Hiring!

Position: **Development Coordinator, Major Gifts**

Location: Remote

Salary: \$50,000 - \$60,000

Compassion & Choices is seeking a **Development Coordinator, Major Gifts** 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 analyzing and researching current and prospective major donors and making recommendations for how to move donors forward, working with the gift officers to ensure donors are being cultivated, stewarded and asked to give. Based on industry standards and internal workings, makes recommendations on best ways to sustain and grow the major donor program. The position will also be a part of the Development Services team (approx. 25% of workload) that provides support to the Development team overall.

This is a full-time, remotely-located, paid position reporting to the National Director of Development. 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 floating holidays.

Primarily, the person in this position:

- Updates and maintains the organization's "universe" - those donors identified to make a gift of \$10,000 or more. Based on research and other markings, ranks those in the universe most likely to give and make recommendations on possible next steps for donors in the universe to include moving into portfolio, engagement by board members, staff, or other opportunities.
- Performs bi-annually updates for each gift officer's portfolio updates include removing disqualified donors, recommending potential prospects to be added into the portfolio and ensures data on donors is appropriately updated.
- Conducts monthly check-ins with gift officers to ensure prospects are being contacted, gifts are being thanked and plans for renewing major gifts are moving forward. Based on research, works with the gift officer to identify donor's potential interest and/or network, develop strategies and engage in outreach.
- Maintains and updates reports to ensure donors are renewing and increasing their giving. Reports to include but not limited to major donors by giving category, renewal reports, up and down report, etc. Provides monthly and quarterly reports to the Chief Development officer and

makes recommendations on the major gift program progress based on report outcome. Updates gift officers on a regular basis.

- Prepares a comprehensive program that ensures asks are made to renew outstanding gifts of \$1,000 and above for the calendar and fiscal year end. This includes working with gift officers to update moves management plans for all gifts to close with a specific ask date and likely gift amount in the database. Creates a plan of action to close gifts of \$1,000 or more outside of gift officers portfolios. Works with the Chief Development Officer to monitor the progress of gift renewal and ask plans.
- Provides written reports about specific donors and prospects which contain an analysis of information gathered. Assures timely and accurate reporting to the Chief Development Officer, Board Development Committee, and Board, including but not limited to the Development Dashboard, Board Thank-you lists and board candidate profiles.

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 sources 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 HR@CompassionAndChoices.org. In the subject line of your email, indicate "Last_First Name, MGC 12-2020". 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 HR@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>