

Job title	<i>Development Coordinator</i>
Reports to	<i>Associate Director, Organizational Advancement</i>

Description

ASHG seeks a Development Coordinator to work in collaboration with the Associate Director of Organizational Advancement to enhance the Society’s fundraising efforts. This position is responsible for assisting with implementation of the Society’s fundraising and donor stewardship plans, providing support for the Associate Director of Organizational Advancement, and performing administrative operations for the department. The position will interact with members, donors, and senior staff.

Duties and responsibilities

Fundraising (40%)

- Research and identify donor and funder prospects and coordinate strategies for collecting leads and qualifying prospects (e.g., wealth screenings).
- Assist with carrying out fundraising appeals to members and other key donor segments, including direct mail, email, and social media campaigns.
- Collaborate with Associate Director to cultivate prospects through verbal and written communications, including phone/video conversations, letters of inquiry, and proposals.

Donor Stewardship (40%)

- Craft stewardship communications pieces, including thank you letters, newsletters, and annual report.
- Serve as first point of contact for donors and funders and liaise with staff to ensure timely execution of donor/funder contractual commitments and invoicing.
- Assist with qualitative and quantitative program outcomes and impact measurements and reporting.
- Assist with planning and executing fundraising and stewardship events, including the awards reception and corporate partners events.

Other (20%)

- Maintain fundraising and donor stewardship records in Salesforce CRM, including prospect engagement plans and correspondence, fundraising campaigns, and contribution records.
- Support the Associate Director of Organizational Advancement by helping to schedule prospect/donor meetings and coordinating follow-up and action on other donor/funder engagement activities.
- Perform other duties as assigned.

Qualifications

- Bachelor’s degree required, with 2 years of experience in fundraising and/or communications preferred.
- Proficiency in Microsoft Office software (i.e., Outlook, Word, Excel).
- Experience with Salesforce or other CRM preferred.
- Excellent interpersonal and communications skills.

Working conditions

Day shift hours primarily. 37.5 hours a week, non-exempt. Possible travel to the ASHG Annual Meeting each year.

Physical requirements

This position requires sitting (90%), standing (5%), and walking (5%). It requires computer work involving extensive use of keyboard, mouse, and monitor; and occasionally requires lifting materials of ~20 lbs.

Approved by:	
Date approved:	
Reviewed by:	
Date reviewed:	