

Position Title: Development Coordinator (DC)
Reports To: Development Manager (DM)
Job Status: Full-time; Year-round; Non-Exempt
Last Updated: August 18, 2025



Position Summary

The Development Coordinator plays a key role in supporting the Adaptive Sports Center's fundraising and donor engagement efforts. Reporting to the Development Manager, this position is responsible for coordinating volunteers, special events, maintaining donor data and systems, processing donations, and supporting administrative functions. The ideal candidate is detail-oriented, proactive, and passionate about advancing the mission of the Adaptive Sports Center.

Key Responsibilities

Volunteer Coordination

- Recruit, coordinate, and steward volunteers for all development-related events and activities.
- Collaborate with the Marketing Manager (MM) on volunteer needs for mailing and outreach projects.
- Partner with the Program Coordinator to plan and execute seasonal volunteer appreciation events.
- Implement and maintain systems in Virtuous Volunteer to support a sustainable volunteer program.

Special Event Coordination

- Lead the planning and execution of the *Bridges of the Butte* event with guidance from the DM and support from the Development Team (DTeam).
- Coordinate internal staff events such as the annual celebration and holiday party.
- Support the CB Open by coordinating volunteers and playing a key role in event execution.

- Work with third-party partners to plan and execute external fundraising events (e.g. *American Supply Association*).
- Build strong relationships with vendors and contractors to ensure successful event logistics.

Donor Database & Reporting

- Maintain and improve data integrity within the donor database (Virtuous or equivalent).
- Collaborate with the DM and DD to develop and implement procedures that ensure database accuracy and security.
- Regularly clean and manage duplicate records and update contact information.
- Generate mailing lists and data reports for newsletters, appeals, events, communications, and upon request.
- Update the Master Data Tracker for the Development Department as needed.
- Partner with the Program Coordinator to ensure accurate integration of volunteer and participant data.
- Handle donor information with the highest level of confidentiality.

Donation Processing

- Accurately process all incoming donations and issue tax receipts and thank-you letters within four business days.
- Reconcile donations with the Business Coordinator monthly.
- Manage all administrative aspects of the Region 10 Tax Credit Program.
- Collaborate with the DTeam to coordinate the annual appeal campaign each fall.
- Coordinate quarterly outreach and personal thank-you notes from Board members.

Additional Responsibilities

- Manage the monthly recurring donor program ("ASCent Club"), including recruitment, solicitation, and stewardship.
- Ensure nonprofit profiles on platforms (e.g. Guidestar, Charity Navigator, Benevity) are current and accurate.
- Assist with committee tasks, including meeting scheduling and note-taking.

- Participate actively in staff and committee meetings.
 - Maintain a professional, positive, and solution-oriented presence in the workplace.
 - Ensure compliance with organizational policies and legal standards.
 - Maintain a consistent in-office presence and manage time tracking accurately.
 - Support other development or organizational tasks as assigned.
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Qualifications

Education & Experience

- Bachelor's degree or equivalent combination of education and experience.
- 1-2 years of experience in a similar role such as Development Assistant, Project Coordinator, or Sales Associate preferred.
- Previous nonprofit experience (1-2 years) is a plus.

Skills & Competencies

- Strong organizational skills and attention to detail.
 - Ability to prioritize and manage multiple projects and deadlines.
 - Comfortable working both independently and collaboratively in a fast-paced environment.
 - Proficiency in donor CRM systems (Virtuous preferred) and Microsoft Office Suite.
 - Excellent interpersonal and communication skills; able to work with diverse teams and stakeholders.
 - Professionalism and discretion in handling confidential donor and organizational information.
 - Comfortable with donor outreach and solicitation.
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Physical Requirements

- Regularly required to stand, walk, sit, use hands, reach, talk, and hear.
- Frequently required to stoop, kneel, crouch, or crawl.

- Ability to lift up to 25 lbs regularly and up to 50 lbs occasionally.
 - Vision abilities include close, distance, color, peripheral, and depth perception, and ability to adjust focus.
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Work Environment

- Fast-paced, collaborative office setting with moderate to high noise levels.
 - Occasional outdoor work in varying weather conditions.
 - Flexibility to work evenings and weekends as needed for events.
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