

# **DEVELOPMENT COORDINATOR**

## **Laurel Highlands Council**



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Location – Pittsburgh, PA

The Development Coordinator, under the direction of the Chief Development Officer, performs advanced, diversified, and confidential development and administrative duties requiring broad and comprehensive experience for the Development Department. Support, assist, and help increase the productivity of the Development Department's effectiveness by providing information management support. Exact duties and responsibilities are varied, but will include, administrative support, donor communication management, marketing and graphic design support and tasks specific to the department's objectives and success.

The Development Coordinator will need to establish and retain total confidence from the Development Department for judgment and discretion including the handling of highly sensitive and confidential information in all responsibilities. Requires continuous use of technical and business vocabulary and a detailed knowledge of organizational operations, procedures, and personnel. Composes correspondence and reports, and communicates regularly with high-level volunteers, donors, department managers and other staff on behalf of the Development Department

### **ESSENTIAL FUNCTIONS:**

- General administrative support tasks including revenue entry, daily and weekly reports, mailings, proofing, and other tasks to help increase the productivity of the department.
- Provide donor research and support materials to members of the development department.
- Provide excellent customer service to all contacts to the department, working as a representative of the department and the council.
- Provide graphic design and marketing expertise to ensure that all development and marketing collateral adhere to the brand standards of the BSA.
- Assist in key special events, such as: Sporting Clays, Eagle Scout Recognition Dinner, Golf Outings (2), Day of Giving and other potential events.
- Serve as the organizations webmaster, providing strategic direction, guidance, and leadership to all aspects of the website.
- Be an example of a high-functioning and valuable staff member to the administrative staff of the council.
- Work closely with all other department team members towards the goals of the department, and work productively with all council staff towards the overall success of the Scouting movement.
- Areas of direct involvement will include, but are not limited to annual campaigns, special event fundraisers, memorials and tributes, alumni events, matching gifts, volunteer hours, monthly reminders, and act as a back-up for other support members in the Development Department.
- Other duties as assigned by the Chief Development Officer.

Qualified candidates must have at least a Bachelor's degree and must also demonstrate:

- Superior written and verbal communication skills, as well as strong presentation and liaison skills.
- Strong organizational skills.
- Computer literacy, including strong understanding of Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and web conferencing, as well as other database and web-based fundraising tools.
- Knowledge of Blackbaud Fundraising and CRM systems preferred.
- Experience with handling sensitive and confidential information is essential.
- Ability to interface with management and high level volunteers.
- High level of organization and ability to process work quickly with absolute accuracy working with minimal supervision.
- Must be detail-oriented.
- Skills on internet research and demonstration of intuitive ability to assume and link facts.
- Previous experience providing support is preferred.
- Understanding of and commitment to the mission of the BSA nonprofit organization.

### **PHYSICAL ACTIVITIES AND REQUIREMENTS:**

Physical requirements include reaching, standing, walking, fingering, grasping, lifting, feeling, talking, hearing, repetitive motions, computer keyboarding, driving motor vehicle. Must be able to sit and work at a computer keyboard and be able to perform repetitive and stretching motions. While in office, work is usually sedentary. Occasional heavy lifting of boxes, files and equipment (up to 30 pounds).

**For more information, please email [erik.tomalis@scouting.org](mailto:erik.tomalis@scouting.org)**