

## **Center for the Visually Impaired JOB DESCRIPTION**

### **POSITION: Development Coordinator**

Development Coordinator is a member of the development team charged with raising funds needed to deliver on the mission of the Center for the Visually Impaired:

The mission of the Center for the Visually Impaired is to empower people impacted by vision loss to live with independence and dignity.

Development Coordinator is a full-time salaried, position reporting to the Chief Development Officer (CDO). This position works closely with the CDO and Development Manager. The coordinator will be engaged directly in gift processing, donor database management, donor mailings, and event implementation as well as provide support for activities in donor stewardship, annual fund, and outreach to CVI constituents.

#### **Gift Processing, Reconciliations and Acknowledgements**

- Gift entry and acknowledgements. Enter gifts in e-Tapestry data base as received daily.
- Monitor and process online gifts received through Blackbaud platform. Keep clean and enter donors in e-Tapestry.
- Reconcile donor giving records with accounting monthly (more frequently depending on gift volume).
- Ensure timely (within 48 hrs.) acknowledgement letters segmented for new donors, longtime donors, restricted, etc. Coordinate with Chief Development Officer and/or Development Manager on acknowledgement texts and appropriate signer.
- Monitor development@cviga.org email box for gift questions or donor inquiries. Reply appropriately or pass on to internal staff to address.
- Upload donor emails into the Mailchimp platform and monitor bounced and unsubscribed emails (making corrections as needed in e-Tapestry).
- Update e-Tapestry records with returned mail (either inactivate or update address). Send emails to ask for updated information.
- Ensure that website links to give work correctly. Note any content updates needed for gift information.
- Provide gift documentation to accounting for auditors.
- Monitor when renewals are needed for Blackbaud services, review with CDO for payment. Ensure Blackbaud updates that may need to be installed.
- Understand the gift accounting/acceptance policies and implement appropriately.

#### **Data Management and Administration**

- Perform clean up maintenance in e-Tapestry to ensure accurate donor records.
- Coordinate with Client Data Manager to access HIPPA allowable client contact information for grateful patient program.
- Research duplicate records and determine clean up steps (merge or delete or mark in active records).
- Create queries and reports that are needed monthly as well as for specific purposes.
- Create queries and pull lists to support development mailings and other direct communications.

- Create and maintain a development dashboard that allows department to track giving in real time.
- Manage data base defined fields to support data storage.

#### Events and Outreach

- Create queries for donor events to pull invitation lists and execute mailings.
- Implement outreach mailings to doctors, senior centers, and other partners.
- Implement Giving Tuesday as an online giving campaign with supervision of Development Manager.
- Manage online giving platform used for event fundraising in collaboration with event consultant and platform vendor.
- Provide logistics support for fundraising events (pre-, during and post-event) and for other CVI organization events (i.e., board meetings, visitor/donor tours, client support).

#### Communications Support

- Assist President with monthly staff meetings (agenda, send notices)
- Prepare and send/upload InfoLink email and phone recording weekly.
- Provide back up for CVI phone system (update outgoing message)
- Collect and produce data for annual report in collaboration with client services data manager
- Maintain Internal staff birthday calendar and bank of occasion cards

Other duties and responsibilities may be assigned as needed and appropriate.

#### Qualifications:

- At least 3 years' experience working in non-profit sector in development operations.
- Experience using a CRM data base; Blackbaud/e-Tapestry preferred.
- Understanding and experience with queries and reports.
- Personable, friendly, and respectful of donors, clients, board, and staff.
- College degree preferred.
- Ability to stand and sit for extended periods, occasionally lift/move up to 25lbs.

#### **Submit cover letter and resume via email or mail by May 6, 2022**

Attn: Chief Development Officer  
Center for the Visually Impaired  
739 W. Peachtree St. NW  
Atlanta, GA 30308

development@cviga.org  
Please no phone calls.