

## Development Coordinator

### Basic Function

PADS Lake County is seeking a highly motivated Development Coordinator to join our team. Reporting to the Director of Development & Communications, the Development Coordinator is responsible for coordinating, organizing, planning, and executing a myriad of fundraising activities for PADS Lake County.

The position requires strong interpersonal and writing skills and enthusiasm for promoting PADS' mission and goals. The position will include elements of professional writing, project management, and collaborative interaction with PADS staff, volunteers, and community stakeholders. The ideal candidate is extremely detail oriented/organized, possesses strong writing skills, is able to juggle multiple responsibilities, and comfortable working both collaboratively and independently.

### Position Responsibilities:

We're looking for someone to help us to communicate with our donors and bridge the distance between the act of philanthropy and its impact on our mission. This is a fantastic opportunity to be a part of shaping the fundraising trajectory of a well-respected social service agency!

- Assist with PADS external communications, including: creating copy and content for newsletters, emails, and social media; creating and implementing a volunteer communication strategy; making website updates, and more.
- Manage in-kind donations and volunteer requests
- Manage speaking requests and give public presentations on behalf of PADS
- Assist Grants Manager with applications and reports
- Use project management skills to oversee gift processing, acknowledgements, and mailings
- Provides support, information and background materials in preparation for donor meetings
- Assist with fundraising events which includes managing event budgets, attendee communication, and vendor management
- Perform additional duties as necessary

### Qualifications

- The desire to be a part of a team consistently looking for new, better ways of achieving our goals
- Bachelor's degree
- Outstanding attention to detail and organizational skills
- Excellent communications, editing, and writing skills
- Ability to manage multiple projects and priorities simultaneously, meeting all submission deadlines with quality work products
- Experience managing a professional social media account preferred
- Exceptional interpersonal skills and ability to communicate PADS' mission with donors and community stakeholders

### Experience

Experience: 1+ years, preferably in a similar social service field.

Our Development team is currently working remotely, but this position will be required to come into our Day Resource Center 1 day/week in order to process gifts and send out acknowledgements. This position has the flexibility to work from home year-round when appropriate.

**Immediate Supervisor:** Director of Development & Communications  
**Hours Worked:** 25 hours per week, Monday –Friday  
Flexible working environment & schedule

**Directly Supervises:**  
**Job Status:** Exempt

### Salary Range

Based on experience and qualifications.

**I have reviewed my job description and clearly understand all aspects of my position. I agree that any changes to my job description will be given to me in written form.**

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Staff Signature

Date

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Supervisor Signature

Date