



## Development Coordinator

Reports to: Executive Director

Status: Staff, Part-Time

Location: Remote

### Position Summary

The Development Coordinator plays a vital role in supporting the advancement goals of Rainbow Valley Resource Network in its mission to serve Christian Scientists with developmental special needs and their families. This role includes processing donations, maintaining up-to-date donation records in the eTapestry database, and acknowledging gifts; assisting development of grant proposals and other projects; reporting on RVRN giving trends; supporting the Executive Director's donor outreach activities; and assisting with any administrative support needs in a cloud-based environment. The Development Coordinator is part of a dynamic, creative, and fun-loving team and growing organization.

### Essential Duties and Responsibilities

- Record gifts in donor management database, deposit checks, and send out donor acknowledgment within 5 days of receipt
- Collect mail from post office box weekly
- Prepare gift tax receipts, including copywriting, consolidated year-end receipts, and delivery
- Maintain donor records in eTapestry database, including data cleanup projects
- Respond to gift-related emails, letters, and phone calls
- Enter records of donor contact in eTapestry
- Document procedures and processes as needed
- Become an expert in eTapestry and provide support to others as needed
- Assist the Executive Director with a variety of research projects in support of donor outreach, board materials, and grant requests
- Assist with donor meetings and prepare information packets as requested
- Assist in identifying prospective donors for further cultivation
- Support annual fundraising campaigns, special events (i.e. #giving(THANKS)tuesday)
- Keep RVRN fact sheets and other development materials up to date
- Analyze giving trends
- Support marketing and communication projects as needed
- Support RVRN's mission

## Qualifications and Skills

- Outstanding commitment to accurate data recording and reporting
- Excellent verbal and written communications skills
- Discretion with respect to sensitive information
- Self motivated, multi-tasker
- Proven time management skills
- Creative thinker with analytical and problem-solving skills
- Nonprofit experience a plus
- Supportive team member

## Software Tools

- Proficient with: Databases, Google Workspace (Docs, Sheets), Microsoft Word and Excel
- Experience with: donor management software, Microsoft Word, Airtable

## Education and Experience

- Bachelor's degree or equivalent professional experience (required)
- 1-2 years proven ability with eTapestry or other similar CRM reporting system
- 2+ years of related work experience
- Love of RVRN's mission
- Experience with individuals with developmental/special needs a plus

## Engagement with Christian Science

- Devoted to the study and application of Christian Science
- Active Christian Science branch church member, and ideally a member of The Mother Church
- Routinely supports RVRN's programs, projects, and participants metaphysically

## Benefits

This is a part-time position working 20 hours per week (more if needed during fundraising campaigns) with a hiring range of between \$21–\$24.50 per hour. Benefits at this time include paid holidays and accrued vacation time off.

**Interested in applying?** Please send cover letter and resume to:

Julie Finnin Day, Executive Director, [julie@rvrnetwork.org](mailto:julie@rvrnetwork.org)