



Development Coordinator

Reports to: Associate Director of Development

Position Status: Full Time, Non-Exempt

[Momentous Institute](#) has been dedicated to strengthening the mental health of children, families, and communities for over a century. Our evidence-based insights extend the impact of our work well beyond those we directly serve, fostering a world of emotionally thriving people reaching their full potential.

The Development team is responsible for securing at least 25% of Momentous Institute's annual budget, including general operating funds, capital expenses, and event sponsorships. We achieve this goal through gifts and grants from a combination of individual major donors, family/private foundations, corporations, and annual giving opportunities. We work with nearly 600 donors each year, building strong, long-lasting relationships through in-person and written communications, volunteer opportunities, events, and other stewardship activities.

The Development Coordinator is responsible for managing, coordinating, executing, and documenting the following critical development functions: gift processing, donor acknowledgements, database coordination and assistance with collateral development. Additionally, this position serves to provide administrative assistance to the Director of Development & Strategic Partnerships. All tasks are designed to further the relationship between Momentous Institute, Salesmanship Club of Dallas, donors, and prospective donors.

Responsibilities:

Gift Processing

- Enter proper and prompt donor gift information into Raiser's Edge and maintain and update individual, electronic donor files.
- Work with the Finance team to maintain clear lines of communication about accurate gift entries into Raiser's Edge.
- Meet regularly with the finance team to reconcile monthly gifts.
- On a monthly basis, audit gifts received in partnership with the Finance team and update Development Dashboard to reflect annual fundraising progress to date.
- Prepare acknowledgement letters and other correspondence; donations are to be acknowledged promptly in accordance with Gift and Grants Processing Procedures.
- Track the grant agreement execution process and ensure that grant folders contain electronic copies of final contracts and acknowledgment letters.
- Provide input into internal gift processing procedures.

Data Management

- Manage comprehensive and clean data entry and maintenance of data in Raiser's Edge and on server, including major gift and grant proposals, donor information, gift tracking and reporting.
- Utilize Raiser's Edge to manage all development data, including any data entry, data imports, generating reports, running basic analytics, and generating mailing lists.
- Collaborate with other teams that hold data on effective design and data import processes through Blackbaud plug-ins into Raiser's Edge.
- Work with the golf team to ensure proper data entry and tracking of Club member Development credit in Archtics Database.

Project Management

- Coordinate with Development, Communications, and Finance on lists for newsletters, reports, appeals, sponsorships, and mailings.
- Manage the annual North Texas Giving Day campaign in partnership with Development, Marketing, and Communities Foundation of Texas.
- Coordinate development event, tour, and donor communication materials, including buck slips, cut sheets, notecards, and tour packet items.

Administrative Coordination

- Coordinate team calendars, shared meetings, and events with other internal teams.

- Support Development Committee meetings, communications, materials, setup, minutes, and follow-up.’
- Assist the Director of Development with donor meeting preparation, scheduling, follow-up, and other administrative needs.

Other Duties

- Assist teammates with other fundraising projects as requested.
- Coordinate and attend meetings with direct service teams to understand programs and services in order to share in acknowledgement letters and other donor communication as requested.

Knowledge and Skills:

- Warm relationship skills that invite others to be a part of our mission and programs
- Strong verbal and written communication skills that articulate our cause and the impact that external stakeholders can have by getting involved in the work
- Attention to detail and ability to meet deadlines
- Strong project management and organizational skills

Qualifications:

- Bachelor’s or higher degree preferred.
- Advanced knowledge of Microsoft Office applications (Word, Excel, PowerPoint) preferred
- Advanced knowledge and proficiency in Raiser’s Edge required.
- Knowledge of Archtics CRM and Database preferred.
- Understanding of basic accounting principles, preferred.
- Strong written and oral communication skills, including ability to edit and write clear, structured, articulate, and persuasive communications.
- Demonstrated ability to think conceptually, meet deadlines and manage multiple detail- oriented tasks in a highly professional and timely manner.
- Excellent interpersonal skills, including the ability to interact with a wide variety of personalities while managing rapidly shifting priorities.
- Proven organizational, time management and project management skills.

The ideal candidate will exhibit the following core values:

Collaboration, Commitment, Excellence, Service and Respectfulness

Physical Requirements:

- Requires reaching, carrying, pushing, pulling, and fine motor manipulation of files weighing up to 15 pounds.
- Constantly remaining in a stationary position, often standing, or sitting for prolonged periods.
- Requires fine motor manipulation and ability to read and distinguish files and documents.
- Some local travel to various worksites is required.

Interested:

Applications are currently being accepted, and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply. Please send letter of interest and resume to:

Tanja Loenneker

Associate Director of Development

tloenneker@momentousinstitute.org

Momentous Institute/ Salesmanship Club of Dallas maintains a policy of non-discrimination for all employees and applicants in every facet of the organization’s operations. Momentous Institute/ Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

Policy Statement

No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute/ Salesmanship Club of Dallas will fully cooperate with authorities if allegations of abuse are made requiring investigation.