



Company: Prevent Blindness Wisconsin

Job Title: Development Coordinator

Job Location: 731 N. Jackson Street, Suite 405, Milwaukee, WI 53202

Type of employment: Full-Time

Reports to: CEO

Organization Overview: Founded in 1958, Prevent Blindness Wisconsin improves the lives of children, adults and families through early detection of eye conditions to prevent blindness and preserve sight. On-going vision screening activities and state-wide public health education lead to a lifetime of healthy vision. Our vision is for each Wisconsin resident to have healthy vision at every stage of life.

Position Summary

The Development Coordinator is key to Prevent Blindness Wisconsin's success and requires a highly organized, detail oriented, and motivated person. The Coordinator's primary role is to efficiently and accurately maintain the donor database to implement the development program with particular emphasis supporting the individual giving program. The Coordinator will contribute directly to the development of the relationship with the donor by ensuring prompt and accurate processing of the gift and thank-you letter, flagging opportunities or concerns to the Development Director, and at times speaking with the donor to complete payment of their gift.

Key Job Responsibilities

Work as member of development team to implement annual development plan to support the programs and operation of Prevent Blindness Wisconsin.

- Manage and maintain the integrity of the Donor Perfect development database and take the lead on ensuring quality control, consistent data entry procedures, and optimizing the highest utility of database functionality.
- Process and acknowledge donations and pledges according to established policies and procedures.
- Reconcile gift data weekly, monthly, and annually with the Accounting and Development Staff
- Donor database maintenance including creating new donor records, updating donor contact information and classifications and eliminating duplicate records, compiles and develops accurate reports and lists.
- Track and provide organizational support for donor-related meetings, cultivation, solicitation, stewardship efforts and results in the database.
- Provide organization, production, and maintenance of annual campaign and data. Administer clerical portions of direct mail appeals including enhanced personalization of annual appeal efforts through list segmentation, engaging board and volunteers as solicitors, coordination with printer/mail house.
- Train other staff/interns/volunteers when necessary to ensure understanding of our database structure, coding and procedures.
- Participate in Revenue Committee Meetings, prepare and deliver reports as assigned.
- Support Development Director in the creation of Annual Fundraising Plan and create Annual Development Report with team.
- Maintain Procedures for areas of responsibility. Ensure that policies and procedures are upheld.
- Identify and develop strategies to optimize processes.
- Report on progress and needs at board meetings.
- Accomplishes organization mission by completing projects and tasks as needed.



Essential Skills/Qualifications:

- 2+ years' professional experience with a complex database (Donor Perfect preferred)
- Excellent typing skills with a high degree of accuracy.
- Strong working knowledge of Excel, Word, letter merges, PowerPoint, Outlook, and the Internet.
- Previous non-profit experience a plus.
- Understand the importance of accuracy when recording gift and contact information
- Bachelor's degree and/or equivalent related professional experience
- Ability to work with donor information, records, and communications with accuracy and confidentiality
- Ability to create and adhere to schedules and deadlines
- Highly organized, able to prioritize and complete multiple tasks.
- Attention to detail.
- Trustworthy, reliable team player who can both work independently and support team programs.
- Ability to work a full time schedule with some nights to support Fundraising Events.
- A background check and professional references are required.

Position is based in Milwaukee Office, approximately 37.5 hours per week Monday-Friday 8:00am – 4:30pm.

Compensation: Starting salary commensurate with experience. Prevent Blindness Wisconsin offers a generous benefits package including: health/dental/vision benefits, paid vacation and sick time, paid holiday, retirement plan and parking.

To Apply: Submit a resume and letter of interest via email with the Subject "Development Coordinator" to Breanna Overesch at breanna@pbwi.org. Applications received by Monday, April 8, 2019 will receive priority consideration.