

Duet | Development Coordinator

Position Description

Last Updated:	December 20, 2018
Title:	Development Coordinator
Supervisor:	Director of Philanthropy
Position Description & Scope of Work:	The <i>Development Coordinator</i> is a full-time, 32 hour per week position focusing on the management and implementation of special events and mail campaigns, and supporting the efforts of the Director of Philanthropy. As with all Duet staff, this position strives at every opportunity to promote organizational goals and values.
Key Responsibilities:	<ol style="list-style-type: none"> 1. Lead, manage, and implement the Poinsettia Tea, including all event planning and logistics, empowering and motivating volunteer committees, and coordinating staff efforts. <ol style="list-style-type: none"> a. Plan and implement production and logistical timelines including but not limited to contracts, printing, mailings, corporate and donor correspondence, event program, scripts, packing list items, volunteers, and day-of-the-event logistics. b. Achieve fundraising event goals through strategies including obtaining sponsors and attendees to support the overall fundraising budget. 2. Assist with logistical preparation and provide support to the Director of Philanthropy for individual giving, major gifts and planned giving receptions and events. <ol style="list-style-type: none"> a. Work closely alongside Duet’s Capacity Building Team and Director of Philanthropy in implementing the Benevon model. b. Oversee the logistics for the “Discover Duet” point of entry events and the Partners in Compassion Luncheon one-hour ask event. 3. Promote a culture of philanthropy throughout Duet. 4. Manage direct mail campaigns. <ol style="list-style-type: none"> a. Work closely with the Director of Philanthropy and Director of Communications to develop campaign schedules, themes, and materials. b. Pull reports and lists for direct mail campaigns and schedule mailings. c. Manage volunteers and staff for cultivation and timely stewardship activities with telephone and written efforts. 5. Utilize Raiser’s Edge software to pull reports/queries, manage event attendance, and create acknowledgement letters. 6. Meet / communicate regularly with Director of Philanthropy and other development team members and Duet staff to ensure effective coordination and continuity of tasks. 7. Provide additional support to the Director of Philanthropy as needed.

	<p>8. Help carry out Duet events such as conferences and service activities when assistance is requested.</p> <p>9. Carry out additional duties/initiatives as assigned.</p>
Highest Priority Personal Attributes	<ul style="list-style-type: none"> ▪ Ability to manage time well ▪ Self-starter with ability to manage multiple priorities and tasks, and work independently as well as part of a team ▪ Organized, with the utmost attention to detail ▪ Excellent written and verbal communication skills ▪ Mature, thoughtful and level-headed decision-making ability ▪ Flexible ▪ Reliable ▪ Ability to build strong relationships with internal and external constituents ▪ Desire to grow within the field of development ▪ Commitment to Duet’s mission and sensitivity to diverse faith backgrounds
Qualifications:	<ul style="list-style-type: none"> ▪ A minimum of three years of nonprofit fundraising experience and experience in event management is desired ▪ College degree preferred ▪ Able to lift 30 lbs ▪ Ability to work evening and weekend hours as occasionally required ▪ Proficiency required with Word and Excel ▪ Experience required with donor software, preferably Raiser’s Edge ▪ Meet requirements for level 1 fingerprint clearance
Benefits:	<ul style="list-style-type: none"> ▪ Flexible work environment ▪ Health & life insurance ▪ Vacation, sick, personal time, and holiday time off
About Duet:	<p>Duet’s mission is to <i>promote health and well-being through vitally needed services to homebound adults, family caregivers, faith communities, and grandfamilies.</i></p> <p>Our vision is a community where every person ages with compassion, dignity, and hope.</p>
Work Environment:	<p>The Duet office is a warm, welcoming environment. Duet staff, board members, and volunteers are passionate about Duet’s mission and helping people who feel alone in their struggles.</p>
Work Location:	<p>10000 N 31st Avenue, Suite D200 Phoenix AZ 85051</p>
To Apply:	<p>Please mail or email resume with a cover letter to: Julie Blake Duet: Partners In Health & Aging 10000 N 31st Avenue, Suite D200 Phoenix AZ 85051 602-274-5022 or blake@duetaz.org</p>