

## **Visually Impaired Preschool Services Development Coordinator**

### **Essential Responsibilities:**

The Development Coordinator (DC) leads event management efforts at VIPS with the responsibility for planning, managing, organizing and executing the logistics for fundraising events. Examples of these events may include golf tournaments, Gala dinner with silent and live auction, 5K walk/run, bicycle event, awards dinner and donor engagement events. Additionally, the DC serves as team support for the other efforts of the Development Team and at times includes grant writing. The DC is responsible for designing and creating development pieces inclusive of invitations, event signage, donor newsletters (print and electronic), Facebook posts, web page updates, e-blasts, and direct mail solicitations, etc. The DC functions as the co-lead with Guest Relations on data entry and management of the donor-tracking database.

### **Essential Functions:**

- Leads event coordinator for both fundraising and special events.
- Develops and maintains relationships with vendors as pertains to events.
- Comfortable leading meetings with event committees and venue partners.
- Manages electronic communications platforms, including all social media to successfully share the organization's mission, successes and needs to the public.
- Develops and executes strategies for a successful online Giving Day campaign.
- Works with the website designer to keep the VIPS website up to date.
- Works with the Development Team on direct mail pieces including determination of recipients and dates and types of development mailings; focusing on design and distribution of mailings.
- Assists with development & marketing efforts and the creation of market materials.
- Works with team members to capture and maintain stewardship data of incoming gifts including timely mail processing; timely data entry of gifts; production and mailing gift acknowledgements.
- Maintains donor database as it relates specifically to events (data entry of event guests, sponsorships, in-kind gifts, event registration pages, mailing of acknowledgements to guests and sponsors).
- When necessary, assists the Development Team with tracking of donor gifts and timely reporting.
- Works with Guest Relations on volunteer recruitment, volunteer training and helps to organize individual volunteers and volunteer groups for one-time projects and ongoing programs.
- Works with Finance Department to develop and track event budgets to ensure successful execution of events.
- Handles all necessary permitting for events and charitable gaming.
- Works with Development Team to plan, coordinate and support other non-event

- related fundraising efforts.
- Other duties as assigned

**Minimum Qualifications:**

- High school diploma or Equivalent. Bachelor's degree preferred.
- Experience in development, communications and event management.
- Non-profit and grant writing experience is preferred.
- Quality writing ability and strong interpersonal skills.
- Strong organizational and planning skills.
- Must be detail oriented and have the ability to work with little supervision and in cooperation with a variety of team members.
- Strong computer skills including database management (NEON preferred), Google Suite of apps, Microsoft Office, Canva or other design platforms and mobile bidding platforms.
- Ability to collaborate with team and board members, donors, clients, volunteers and others in a professional manner and maintain confidential information.

**Physical Requirements:**

Physical exertion requirements other than routine may include off- and on-loading of event supplies, carrying, lifting, or other movements related to the job duties will be undertaken with the advice of the supervisor.

**Job Type:** Full Time

To Apply, please send a cover letter and resume to [cdahmke@vips.org](mailto:cdahmke@vips.org) or mail to Human Resources, Visually Impaired Preschool Services, 1906 Goldsmith Lane, Louisville, KY 40218

No walk ins or calls will be accepted.