



Annual Fund Coordinator

www.camphendon.org/jobs

About Camp Hendon: Camp Hendon – the Kentucky Diabetes Camp for Children – is a Louisville-based nonprofit that supports children and families affected by Type 1 Diabetes. T1D is a chronic, autoimmune disorder and is not the result of lifestyle or eating habits. Our primary programs center around two weeks of medically supervised, residential summer camp for children with T1D ages 8 – 17. Camp Hendon also offers a Family Camp Weekend, a Teen Retreat Weekend, and other fun and supportive social events throughout the year. Our mission is to give children with diabetes life-changing experiences, empowering each of them to take control of their unique journey. We serve children and families from Kentucky, Indiana, Ohio, Tennessee, and beyond. Learn more at www.CampHendon.org.

Position Summary: The Annual Fund Coordinator is responsible for supporting all Camp Hendon fund development efforts, principally through managing our donor database, donor correspondence, scheduling and preparing for donor and fund development meetings, and running reports. This position will work in tandem with the Executive Director, and will lead the charge in carrying Camp Hendon's message to active, lapsed, and prospective donors. The preferred candidate will possess exceptional attention to detail, strong written and verbal communication skills, and will be self-motivated. The Annual Fund Coordinator will assist with launching new programs and initiatives as opportunities arise. Reports to the Executive Director.

Environment and Work Setting: Work is primarily performed in the office setting. Some time will be spent at events outside regular business hours. Fun and flexible work environment!

Salary: Part-time up to 25 hrs/week; \$15 - \$20/hr commensurate with experience and performance.

Overall Responsibilities and Duties:

I. Donor Database

- Serves as the administrator for the donor database
- Directly responsible for accurately processing, recording, and acknowledging donations according to a standard format, including processing tax receipts
- Create, maintain, and update accurate database records
- Create and produce monthly database reports as needed
- Enter and manage detailed donor history, continually updating and correcting records to maintain accurate contact and biographical information
- Manage reconciliation of gift database records with QuickBooks
- Ensure all donors are appropriately thanked and receive regular communication
- Contact donors and provide excellent and timely customer service regarding donation issues
- Make donor stewardship a priority throughout the organization

II. **Annual Fundraising Plan**

- Coordinate production of donor fundraising appeals
- Develop and implement a comprehensive written annual resource development plan with strategies for donors and prospects in each constituent group including: individuals, civic groups, corporations, etc. to be approved by the Executive Director
- Manage a fund development calendar in collaboration with the Executive Director
- Work collaboratively with the Executive Director to execute a donor communication plan to include e-communications, print materials, social media, website, etc.
- Provide reports to the ED which measure progress towards achieving the plan

III. **Fundraising Appeals**

- Develop and implement all aspects of direct donor mailings, appeal letters, and other donor mailings as needed
- Oversee electronic giving and other fundraising drives
- Serve as the primary contact point for all inquiries regarding financial and in-kind needs and gifts
- Assist in the planning, organizing and direction of fundraising events
- Develop and solicit sponsors for fundraising events as needed
- Maintain spreadsheets/reports for current projects and campership donations

IV. **Staff, Board, and Operational Support**

- Provide administrative and strategic support in planning and execution of all fundraising and resource development events and activities
- Participate in strategic and long-range planning of the organization
- Work with appropriate staff and volunteers to ensure that all aspects of a successful fundraising event/campaign are coordinated towards a common goal
- Cultivate and organize volunteers to assist with development related tasks
- Maintain inventory of materials used for development and coordinate the ordering of new materials as needed
- Control development expenses and work within approved budget
- Maintain regular, effective communication with the Executive Director, ensuring the mission and vision of Camp Hendon is appropriately communicated, preserved, and executed
- Keep up-to-date on current fundraising programs, practices, and procedures used in the nonprofit sector and inform leadership of those that would benefit Camp Hendon
- Other duties as assigned by the Executive Director

Qualifications: Education and Experience

- B.A./B.S. preferred
- minimum of two to four years in nonprofit fund development
- Proficiency with donor database software
- Superior computer skills and knowledge including word processing, database operations, spreadsheets, and other software systems (Microsoft Word, Publisher, Excel, Adobe, etc.)
- Familiarity with website administration (Weebly), social media (Facebook, Instagram, Twitter), mass email services (MailChimp)
- Excellent verbal and written communication skills

- Excellent interpersonal skills with ability to maintain confidentiality
- High level of attention to detail
- Ability to work with minimal supervision; self-motivated & confident
- Ability to exercise good judgment in prioritizing multiple tasks and empowering board members and volunteers to support development activities
- The Annual Fund Coordinator may be asked to work evening and weekend hours as related to special events and programming
- Excellent organizational skills, including planning and budgeting

How to apply: Please email a resume and cover letter to mcooper@camphendon.org