



## Fund Development Coordinator

**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. Our program centers 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](http://www.CampHendon.org).

**Position Summary:** The Fund Development Coordinator is responsible for all fundraising initiatives and programs at Camp Hendon, principally through donor relationship management. This position will work collaboratively with the Executive Director, and will lead the charge in carrying Camp Hendon’s message to active, lapsed, and prospective donors. The ideal candidate will possess exceptional attention to detail, strong written and verbal communication skills, and will be self-motivated. The Fund Development Coordinator will assist with all forms of communication to our constituents, including print, digital, and in-person. 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!

Note: Due to COVID-19, work will principally be remote for the foreseeable future.

**Hours & Compensation:** Full Time; Salary from \$31,200 - \$41,600 commensurate with skills, experience, and performance

### Overall Responsibilities and Duties:

#### I. Annual Fund

- Develop and implement a comprehensive annual fund development plan to accomplish organization-wide goals
- Manage all phases of the donor giving cycle for donors and prospects including: individuals, civic groups, corporations, etc.
- Work collaboratively with the Executive Director to execute a donor communication plan to include e-communications, print materials, social media, website, etc.
- Support grant writing efforts and grants administration as they relate to accomplishing annual fund development goals
- Handle all aspects of donor mailings, appeal letters, and other fundraising appeals
- 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

## **II. Donor Database**

- Directly responsible for all aspects of the donor database
- Enter and manage detailed donor history, continually updating and correcting records to maintain accurate contact and biographical information
- Gift reconciliation in QuickBooks
- Ensure all donors are appropriately thanked and receive tax acknowledgements

## **III. 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
- Cultivate and organize volunteers and board members to assist with development related tasks
- Maintain regular, effective communication with the Executive Director, ensuring the mission and vision of Camp Hendon is appropriately communicated, preserved, and executed
- Other duties as assigned by the Executive Director

### **Qualifications: Education and Experience**

- Bachelor's Degree preferred
- minimum of two to four years' experience in nonprofit fund development
- Excellent 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), email marketing (MailChimp)
- Excellent verbal and written communication skills
- High level of attention to detail
- Ability to work with minimal supervision; self-motivated & confident
- The Fund Development Coordinator may be asked to work evening and weekend hours as related to special events and programming

**How to apply:** Please email a resume and cover letter to [mcooper@camphendon.org](mailto:mcooper@camphendon.org)