**American Parkinson Disease Association**

**POSITION DESCRIPTION**

**Position Title:** Development Coordinator

**Location:**     Greater St. Louis Chapter

**Reports To:**   Development Director

**FSLA Class:**  Non-Exempt, Salaried, Full-Time

## Brief Description

The Development Coordinator is a key member of the Development Team responsible for the oversight of the development database, generating reports for mailings, invitations, development planning, and donor cultivation and stewardship.  The Coordinator is also responsible for processing and acknowledging gifts, maintaining the website, preparing communication materials, and delivering high-quality customer service and to ultimately help meet the objectives of APDA's mission: *Every day, we provide the support, education, and research that will help everyone impacted by Parkinson's disease live life to the fullest.*

## PRIMARY RESPONSIBIITIES (other duties may be assigned):

Database Management and Donor Relations

- Serve as the primary donations processor which includes gift and event entry into donor database, preparing deposits, processing credit cards, and creating and maintaining accurate donor records.
- Utilize donor database to create mailing lists, pull reports and merge data.
- Generate gift acknowledgements, notifications, tax receipts and other forms of donor acknowledgements as required.
- Track restrictions for deposits and financial reports
- Create online donations for events and system generated-acknowledgements for events
- Generate reports of registrations, donors, sponsors which will facilitate preparation of financial summaries, fundraisers, and mail house reports
- Assist with production of development mailings including appeals, event and cultivation pieces.
- Participate with all staff at organization-wide special events and third-party events, some of which may occur outside of standard business hours.

Public Education and Awareness

- Maintain and update chapter website, including event pages, calendar, support group listings and new content
- Raise awareness of both programs and events through press releases, feature stories, email, website and social media
- In collaboration with the Development Director, identify, training and manage relationships of volunteers and interns for all development-related projects.

Financial

- Responsible for accounts receivable (processing deposits) and generating reports.

| Working Conditions, Physical Demands, Travel |
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| • General Working Conditions: Office environment<br>• Physical Demands: primarily a sedentary work environment, along with the ability to stand, sit, feel, crawl, bend, reach; occasional need to lift or move up to 25 pounds<br>• Machines, Tools, Equipment, Electronic Devices, Computer Software, etc. use:<br>   o Ability to operate a motor vehicle in accordance with company policy.<br>   o Ability to use common office equipment such as: telephone, scanner, computer, printer and copier.<br>   o Computer programs including MS Office and Outlook, related industry and functional databases.<br>• Travel requirements: Up to 25% travel within area served by the chapter, and irregular hours including evening or weekend meetings or events as needed. |

**POSITION REQUIREMENTS:**
- Bachelor's degree required in related field is desirable
- 2-3 years of prior development experience in a non-profit, administrative, and/or customer service support role which provides the required knowledge, skills and abilities to perform the core responsibilities of this position
- Ability to acquire funding and underwriting for patient-centered programs and services
- Demonstrated capability to use Microsoft Office Suite (Word, Excel, PowerPoint, Publisher and Outlook)
- Experience in donor database management is desirable

**RELATED SKILLS AND KNOWLEDGE:**
- Excellent communication and interpersonal skills and demonstrated ability to build relationships with all levels of volunteers and staff
- Demonstrated problem-solving and decision-making skills
- Ability to organize time, work independently, handle confidential material, and work well under pressure
- Willingness and ability to travel as required to perform job
- Computer proficiency in database management, MS Office/Outlook, financial systems, social media and marketing platforms

**COMPETENCIES:**
- Excellent verbal and written communication skills
- Highly organized, detail-oriented and accurate
- Capable of managing multiple projects in a fast-paced environment, and the ability to work independently with minimal direct supervision and prioritize tasks
- Team player attitude
- Positive and professional demeanor and exceptional customer service skills
- Confidentiality

**To apply, send cover letter, resume and salary requirements to:**
stlouisjobs@apdaparkinson.org