



Job Description

Job Title: Development Operations Coordinator

FLSA Status: Non-exempt

Reports to: Director of Development

Work Schedule: Full Time; Occasional night/weekends

Approved by:

Date Approved:

The below is not intended to be all inclusive but rather to provide examples. The below is subject to change without prior notification.

Summary

The Development Operations Coordinator is a member of the Development Team and reports to the Director of Development. This position focuses on database entry and management, donor data reporting and analysis and membership processing and communication. Additionally, this position will assist the development department with the preparation and execution of special events including: errands, tracking supplies, preparing reports for accounting and general office assistance. On occasion, this position will also be asked to help with program registrations and general office support (website updates, office supply ordering, compiling mailing lists, etc.). Also, position is also responsible for writing grants including researching and preparing grants to support the operating, capital and endowment needs of the Myriad Botanical Gardens. Duties include researching prospects, preparing grants, final reports and letters of inquiry and maintaining a grants calendar with deadlines, stewardship assignments and next steps.

Essential Duties and Responsibilities

Database Management and Membership Assistance

- Manages the Myriad Gardens Foundation's database and ensures it supports the transactional information needs of the organization including: recording gifts and pledges, generating pledge reminders and liaise with the finance staff as appropriate
- Helps to set and monitor general usage guidelines and best practices, including, but not limited to: data imports, gift entry, donor acknowledgements, tax receipts Creates and distributes mailing lists, donor lists, canned reports, customized reports, etc. as requested by colleagues
- Documents donor database procedures, updating and revising as necessary
- Serves as a resource for advice or information related to the database system
- Ensures all financial, in-kind and planned gifts are recorded appropriately
- Processes, tracks, reports and acknowledges gifts in an accurate and timely fashion, in conjunction with database guidelines and company processing protocols
- Works with development team on donor stewardship; management of board/staff portfolios

Grants Writer

- Researches prospective foundation and corporate grants
- Prepares letters of intent, proposals and final reports
- Works with staff to cultivate and steward prospects and current donors
- Maintains a grants calendar

Special Event Assistance and General Development Support

- Assists with any aspect of event production
- Prepares and tracks invoices
- Runs errands for supplies
- Prepares registration list for check in
- Helps with set up and tear down

Event Sponsorships

- Researches prospective corporate sponsors
- Solicits sponsorships from established and new corporate sponsors
- Works with staff to prepare materials to entice corporate donors for event sponsorships
- Works with staff to cultivate and steward event sponsors, current and new

Supervisory Responsibilities

This position has no supervisory responsibility.

Education and/or Experience

- Minimum of three (3) years relevant work experience in database administration in a non-profit, marketing or fundraising environment.

Computer Equipment and Software Requirements

- Must have good MS Office skills including Word, Excel and PowerPoint
- Blackbaud/Altru experience and proficiency is a plus
- Experience in use of standard office equipment.

Certificates, Licenses, Registrations

- Valid Oklahoma Driver's License.

Knowledge, Skills and Abilities Required

- Highly-organized and well-versed in office procedures and systems.
- Demonstrated knowledge and understanding of relevant gift reporting and accounting requirements to ensure compliance with IRS and FASB regulations and industry standards.
- Basic knowledge of donor services, tax receipt and acknowledgment production and process.
- Excellent phone, written and oral communication skills.
- Outstanding organization skills, including managing multiple tasks simultaneously.
- Ability to perform effectively under pressure and meet deadlines.
- Proficiency with databases and Microsoft Office products such as Word, Excel, and PowerPoint
- Self-motivated and able to work with little supervision once objectives and tasks have been determined. Works well individually and as part of a team.

- Believes in the mission of the organization
- Strives for excellence with a “can do” attitude
- Ability to work with people of all backgrounds and ages
- Behaves ethically and with personal integrity
- Willingness to assist with whatever needs to get done for the success of the organization

Additional Job Requirements

Clearance of background check.

Work Environment

The employee will work in an office environment. Some locations visited during the course of executing job duties may not be wheelchair accessible; some time may be spent outside. Requires occasional weekends and evening hours.

Physical Requirements

- Must be able to sit for extended periods.
- Must be able to bend, stoop and lift on occasions.
- Must be able to climb stairs.
- Must be able to walk from office building to Gardens and/or Crystal Bridge Conservatory.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

I acknowledge that I have read and understand this job description.

Employee signature

Date