

Job Description

Position Title: Development Coordinator

Reports to: Director of Development & External Affairs (D&EA)

Hours: 40 hours weekly

Position Overview: Beverly Bootstraps seeks a Development Officer who will be responsible for the day-to-day operations of our Annual Campaign and providing assistance with prospect research, cultivation, and stewardship of major donors.

Skills Desired: Exceptional communication skills, proven organizational abilities. Goal-oriented and capable of working with many different individuals.

Position duties and responsibilities include, but are not limited to:

- Manage the day-to-day operations for the solicitation and analysis of our Annual and Spring Appeals, including meeting all print and production deadlines.
- Lead volunteer committees to coordinate logistics and solicitations for Beverly Bootstraps fundraising events. This includes managing all volunteers for events and meeting various deadlines to ensure the success of the event.
- Manage the planning and procurement process for our three major seasonal programs; Backpacks, Thanksgiving, and Adopt-A-Family Holiday Gifts. This includes reaching out to donors and discussing our needs and asking for their continued support. Additionally, help to provide support to the distribution of these programs.
- Assists the Director in all aspects of prospecting, donor cultivation, solicitation, and stewardship.
- Work closely with Food Assistance staff and others in the D&EA department to coordinate logistics for all food drives hosted by Beverly Bootstraps.
- As needed, help greet and possibly provide tours to volunteer groups.
- Serve as the primary liaison to groups who wish to take part in our Community Education Program. This includes speaking in public and working with groups of various ages.
- Provide backup support to the Development Assistant during both vacations and busier times of year (if time allows).
- Work with others in the D&EA department on special projects as needed.
- Represent Beverly Bootstraps by attending community events. This may include speaking on behalf of the agency and networking with external audiences.
- Adhere to the Beverly Bootstraps Written Information Security Plan and Procedures.
- Must comply with all policies and procedures as outlined in the Beverly Bootstraps Employee Handbook.

- Should be compassionate and kind; should work with integrity in all relations; should understand our mission and be invested in Beverly Bootstraps.

Desired Minimum Qualifications:

Successful CORI check.

Education: Graduation from a four-year college program or more.

Experience: 3+ years of Annual Giving and/or Development experience

OR: An equivalent combination of education and experience.

Valid MA driver's license with good to excellent driving record.

Primary Physical Requirements:

Long periods of computer use may be necessary. Having an ability to hear, talk, walk, sit, bend, reach, grasp, and lift are requirements for this position. Manual use of a computer, calculator, telephone, copier, and facsimile machines is necessary. Occasional lifting of materials weighing up to 30 pounds is required for this position.

Special Hiring Note:

Due to COVID-19, the vast majority of this work will be a remote working position for the foreseeable future. On-site presence will be needed for the seasonal programs. Beverly Bootstraps is committed to providing a support structure to those working remotely and will reevaluate our remote working timeline on a quarterly basis.

Statement of Non-Discrimination:

Beverly Bootstraps believes that one of the great strengths of a community is the rich diversity of its residents in race, religion, national origin, ethnicity, gender, sexual orientation, gender identity and expression, marital status, age, height, weight, and physical ability. Beverly Bootstraps affirms publicly its moral and legal commitment to a policy of equal opportunity and non-discrimination in employment.

Beverly Bootstraps
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Fax: 978 927-1553

By signing and dating below, I acknowledge that I have received a copy of this job description and agree to fulfill the job requirements to the best of my abilities.

Date: _____

Name: _____

Signature: _____