



Job Title:	DEVELOPMENT COORDINATOR
Location:	MOUNT GILEAD, OH
Job Class:	FULL TIME
Reports to:	CHIEF DEVELOPMENT OFFICER
Team/Function:	DEVELOPMENT TEAM

DEVELOPMENT COORDINATOR

The primary role of the **Development Coordinator** is project management, special event coordination, donor stewardship and administrative duties for the FHF Development and Marketing teams. The Development Coordinator must be highly organized, possess excellent time management skills, be astute at providing superior customer service and have a strong ability to multi-task within deadlines.

The ideal candidate wants to grow within the FHF Development team. He/She enjoys interacting with donors, managing multiple projects with ease and flexibility and thrives in an ever-changing environment. This position understands the importance of the role in the overall success of the organization, wants the development team to exceed all goals and deadlines and is willing to help wherever needed. The candidate will be expected to have experience effectively communicating donor touchpoints, (acknowledgement letters, donor thank you calls, etc.) as well as database management including experience managing donor data and numbers as they will work closely with the finance team on donor reconciliation projects. The ideal candidate understands that the work of development is a fast-paced team environment, and each team member demonstrates a willingness to learn, grow and try new ways of working. Additionally, this position must be able to identify ways to support development efforts independently, foresee donor needs intuitively and have an inviting personality with strong communication skills for interaction with a variety of constituents, both internally and externally. Some evening and weekend work is required, primarily to support fundraising and cultivation events. This position must demonstrate proficiency with Microsoft Office products, experience in database management (Raiser's Edge experience needed) and ability to work comfortably in a virtual environment.

Team / Function Overview:

The **Development Team** is responsible for generating \$3.5M+ in contributed income annually in addition to \$585K in gifts in kind to support Flying Horse Farms' mission. By engaging donors with camp through cultivation, stewardship, data analysis and authentic experiences, a donor journey is created.

Key Responsibilities:

- Manages and maintains all donor records (electronic and file) by participating directly in data input and monitors standards to ensure consistency, accuracy, integrity and confidentiality of data.
- Records and acknowledges all gifts in a timely (48 hours), accurate and donor-centric fashion. Writes and proofs materials integral to donor communications (such as acknowledgements) and coordinates proposals and gift agreements.
- Conducts prospect research including preparation of donor reports, online research and maintenance of database reports; provides briefings on prospect research when applicable.

- Works closely with development and marketing teams by serving as the primary point person responsible for sourcing, identification and securing potential guest speakers, camp families and donors for events.
- Independently manages the overall planning and execution for CDO and development team travel and meetings, as well as on and off-site events.
- Assists in special event execution including sending invites, collecting rsvp's, managing volunteers, general set up, etc.
- Creates templates, queries, reports and exports with development officers including regular reconciliation of contributed revenue and generation of mailing lists and donor listings for publications and events as required.
- Is cross-trained in additional databases used at FHF to ensure seamless integration of data across platforms
- Ensures volunteer data is handled appropriately in relation to Development needs
- Serves as point person for Finance Department audits and monthly reconciliations
- Other duties as assigned

Required Skills & Experience:

- General understanding of fundraising principles and methodologies
- Excellent customer service skills
- Proficient in database management, report generation and prospect research; specifically, Raiser's Edge software or equivalent
- Excellent computer skills including Microsoft Word, Excel, PowerPoint and Outlook
- Professionalism and high self-efficacy to exhibit optimism, energy and enthusiasm
- Ability to work both independently and in a team environment
- Ability to meet deadlines and goals
- Self-motivated and can adapt to fast-paced, quickly changing environment
- Strong interpersonal and communication skills
- Strong organizational skills and advanced attention to detail

Preferred Skills & Experience:

- Bachelor's degree from four-year college or university; minimum 2 years of development or related experience.
- Experience in the non-profit sector

Expectations & Requirements for all Flying Horse Farms Staff

- We live our Core Values. We are each responsible for knowing our values and nurturing our culture.
- We practice Safety First. We are each responsible for knowing and adhering to the policies and procedures as described in the FHF staff manual.
- We See the Best in Each Other. We are each responsible for ensuring our working relationships with co-workers, volunteers, Board members, families, campers and other stakeholders are positive and professional.
- We show up. We are each responsible for our schedules, meetings and any other duties.

Why work at Flying Horse Farms? Quotes from the team:

- *The personally meaningful impact of being a part of a mission-driven organization and creating transformational experiences for campers motivates me every day!*

How to Apply:

- Send resume and cover letter to careers@flyinghorsefarms.org

Flying Horse Farms provides magical, transformative camp experiences for children with serious illnesses and their families – free of charge. Located on 200 acres in Mt. Gilead, Ohio, camp first opened its gates in 2010 and hosts about 900 children and families each year.

Flying Horse Farms is the first camp in the Midwest to become a full member of the SeriousFun Children's Network. Founded in 1988 by actor, philanthropist and Ohio native Paul Newman, the Network is a community of independently managed and financed camps and programs creating opportunities for children with serious illnesses and their families. The Network has evolved from one camp to a global community serving one million children and families across five continents.

The children who attend camp have illnesses including cancer, heart conditions, rheumatoid arthritis, blood disorders, asthma, gastrointestinal disorders and facial anomalies.

At Flying Horse Farms, for a weekend or week at a time, being sick takes a backseat to being a kid. And fun is priority number one. Campers participate in activities like swimming, boating, fishing, archery, high ropes and arts and crafts. Campers receive first-rate care at our on-site health center, staffed 24/7 by medical professionals from children's hospitals across Ohio and beyond.

Flying Horse Farms is an ACA-Accredited Camp with the American Camp Association.