

**Full-time, Development Coordinator**

Burke Rehabilitation Hospital, 785 Mamaroneck Ave, White Plains, NY

**JOB SUMMARY:** The Development Coordinator works in partnership with the development team to coordinate and support activities to achieve Burke fundraising goals.

**WORK PERFORMED:**

- Maintains Raiser's Edge database and assures the integrity of the database through maintenance of the data, including deleting duplicate records and use of appropriate coding.
- Responsible for processing all gifts and assuring the timely acknowledgement of them to the donor.
- Assists and is responsible for the accuracy of all mailing lists and participates in sending donor mailings.
- Assists in the wealth screening of potential donors in order to develop briefing information reports and manage the pipeline.
- Responsible for screening daily admission reports.
- Responsible for the importing of public information from EMR to Raiser's Edge database.
- Assists development team with preparing agendas for team meetings & maintaining project work plans.
- Provides administrative support (ex. invoice processing, departmental mailings, supply orders, meeting coordination, etc.).
- Acts as payroll timekeeper for the department.
- Acts as backup for hospital room bookings.
- Assists with special events tasks as necessary.
- Works with development team to process invoices and track against the departmental budget
- Collaborates with the development team to track budgets for development initiatives.
- Assists the department with data and information to support cultivation of new major donor prospects, stewardship of existing donors and implementation of strategies to generate gift upgrades and renewals.
- Assists the development team in creating tailored correspondence, thank you letters and other communication materials for donors.
- Oversees the annual report donor recognition process. Works with the development team to prepare and clean up the list of donors who are eligible to receive recognition.
- Performs other job related duties as assigned.

**REQUIREMENTS:** BA or BS in a related field and 1-3 years of related experience, with an established record of database management and/or operations experience. Must have ability to work individually on projects as well as be a team player; have a strong work ethic. Must be organized and meticulous with great attention to detail and be able to prioritize and manage multiple tasks & responsibilities. Strong computer skills particularly in Word, Excel and development database programs (i.e. Raiser's Edge preferred). Knowledge of database management and information mining to support fund raising activities. Ability to interact with all levels of staff, board members and donors. Strong verbal and listening skills. Must be willing to travel and work evenings/weekends as necessary.

**SALARY:** \$25.00 per hour and up/35 hours per week

**To Apply:** Please proceed to [www.burke.org/careers](http://www.burke.org/careers) and apply to the Development Coordinator posting.