

Position Title: Development Coordinator

We are currently seeking a full-time Development Coordinator to work in partnership with the development team to coordinate and support activities to achieve Burke fundraising goals.

- 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.
- Practices Standard Precautions. Follows regulations, policies and guidelines on the prevention of infections; does not eat or drink in patient care areas.
- Maintains confidentiality of information; abides by HIPAA regulations.
- Maintains a professional image and follows Hospital’s policy on uniforms; consistently wears hospital ID.
- Demonstrates reliable, on-time attendance, which is an essential function of all jobs at Burke.
- Completes mandatory annual learning (Learning Harbor) within deadline.
- Personally adheres to Burke C.A.R.E.S. philosophy by demonstrating compassion, accountability, respect and exceeding expectations through service excellence.
- Performs other job related duties as assigned.

Burke Rehabilitation Hospital is a not-for-profit acute physical rehabilitation hospital. Burke is situated on a spectacular 61-acre campus in Westchester County, New York and is a clinical affiliate of Montefiore Health System. We offer inpatient and outpatient rehabilitation services at our main campus in White Plains, NY and offer outpatient services at clinics located in nearby communities.

Salary & Benefits: Burke offers medical, dental, vision insurance, paid time off, tuition reimbursement, free parking as well as other benefits. Salary will commensurate with experience between \$44,000 - \$46,000.

Please apply to this position on our career page www.burke.org/careers