



# Development Coordinator

**Department:** Development

**Supervisor:** Development Director

**Schedule:** Full-Time, Non-Exempt (Monday through Friday, 9 am to 5 pm; some evening and weekend hours required)

**Salary:** \$35,500 - \$38,000 annually

## Summary

The Development Coordinator reports to the Development Director and plays a crucial role in managing relationships with current and prospective donors, performs administrative duties related to fundraising and public relations, assists with the coordination events, and researches and tracks grants.

## Duties and Responsibilities

- Managing and maintaining the Ljams donor database and related databases pertaining to donors and members.
- Writing and preparing renewals, gift acknowledgements, and correspondence.
- Analyzing data and compiling reports on current and prospective donors.
- Coordinating lists for, and production, layout, and mailing of appeals as well as materials such as invitations.
- Assisting in researching, writing, submitting, and reporting on grants and funding proposals.
- Assisting Development Director in setting annual fundraising goals and developing fundraising and marketing strategies.
- Working with other staff to plan and execute Ljams events including but not limited to creating and tracking budgets, soliciting support, maintaining guest lists and seating arrangements, and staffing events.
- Assisting with administrative details related to Ljams Board of Directors meetings.
- Attending events and meetings to increase professional network, refine relationship management skills, and enhance Ljams' outreach and capacity.
- Completing other duties as assigned at the discretion of the Development Director.

## Qualifications and Skills

- Bachelor's degree in communications, marketing, business, or a related field, and one year of experience in nonprofit development or a related field, or two years of related experience.
- Proficiency with Microsoft Office software and G Suite applications.
- Experience using or an ability to quickly learn donor management software (CRM).
- Excellent written and oral communication skills.
- Strong organizational and proofreading skills.
- Strong attention to detail with the ability to see the big picture to build relationships with donors and members.
- Capacity to manage multiple projects with competing deadlines.
- A curiosity and drive to learn new things and seek ways to streamline and improve processes.
- Excellent customer service and a positive team attitude.
- Event coordination and management skills.
- Ability to maintain confidentiality and appropriately disseminate information.

- Ability to work efficiently under pressure and meet deadlines while maintaining courtesy and professionalism.
- Ability to speak Spanish desired, but not required.

### **Other Requirements**

- Must have a valid driver license and reliable transportation to/from work.
- Must be able to pass a criminal background check.

### **Physical Requirements**

- Must be able to remain in a stationary position for prolonged periods of time.
- Must be able to lift and carry or otherwise move up to 35 pounds.
- Occasional need to traverse safely over uneven or irregular terrain in all weather conditions.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and mail meter.
- Must be able to communicate effectively via telephone and exchange accurate information.

### **Compensation/Benefits**

This is a full-time, non-exempt position with a hiring range between \$35,500-\$38,000 annually, commensurate with experience. The position offers health insurance including medical, dental, and vision; paid vacation and sick leave; paid holidays; and a 403(b) retirement fund match. Other benefits include paid parking and a staff discount in the gift shop, as well as a one-time free Navitat experience for employee only (based on calendar availability), and free kayak/SUP rentals for employee only at Mead's Quarry.

### **About Ijams Nature Center**

Ijams Nature Center is a nonprofit nature center located on the banks of the Tennessee River near Knoxville's urban center. Its mission is to encourage stewardship of the natural world by providing an urban greenspace for people to learn about and enjoy the outdoors through engaging experiences. Ijams Nature Center manages 318 acres of land with more than 14 miles of trails, a large Visitor Center, Mead's Quarry lake, mountain biking trails, river access, gardens, and much more. People of all ages attend educational programs, including school field trips, family programs, summer camps, and adult workshops. Ijams Nature Center partners with Knox County and the City of Knoxville as well as with multiple agencies to provide outstanding educational offerings. Visit the Ijams website at [ijams.org](http://ijams.org) for current program information.

### **Equal Opportunity Employment**

Ijams Nature Center is an equal opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, ethnicity, sexual orientation, gender identity, age, national origin, mental or physical disability, veteran status, or any other status or condition protected by applicable state or federal laws. These anti-discrimination policies also apply to volunteers and program recipients. Ijams Nature Center provides reasonable accommodations to all applicants and employees. Applicants with disabilities may request reasonable accommodation at any point in the employment process.

### **To Apply**

Send resume, cover letter, and three references (*will not be contacted without notice*) to Cindy Hassil, Development Director, at [chassil@ijams.org](mailto:chassil@ijams.org) by midnight on Sunday, Sept. 29, 2024. No phone calls, please.