



Vermont Public Co.

JOB DESCRIPTION

Job Title: Major Giving/Philanthropy Operations Coordinator
Department: Development
Reports To: Director of Major Giving
Classification: Regular Full Time
FSLA Status: Hourly, Non-Exempt
Work Location: Colchester, Vermont

Remote Option: Yes
Cellular Phone Eligible: No
Prepared Date: August 2021

SUMMARY

Reporting to the Director of Major Giving, the Major Giving Operations Coordinator will be responsible for a portfolio of 400 – 600 mid-level donors. The coordinator will cultivate, solicit and steward donors and identify prospects to advance to the Major Giving program. In concert with other members of the Major Giving team, the coordinator will support strategic fundraising efforts to grow major gifts, legacy bequests, grants and annual operating revenue. Duties include donor relations, data management and reporting, handling of confidential information, prospect research and event coordination and support.

ESSENTIAL ROLES

- Assist in the development and implementation of mid-level donor component of the Major Giving annual work plan;
- Cultivate donors and prospects via events, telephone, email, mail and occasional in-person visits;
- Solicit donors through renewals, challenge requests and other giving opportunities;
- Qualify donors to move into the Major Giving pool. Record reasons for advancement and ensure a smooth transition of qualified donors into Major Giving;
- Maintain prospect, donor and fund records in database; ensure timely entry of activities;
- Run reports from database and related systems;
- Coordinate communications including list generation, printer and mail house logistics;
- Conduct research and create research briefings on prospects and donors for major giving team;
- Provide technical and logistical support for donor events including, but not limited to, managing timelines, activities, deadlines, tracking and coordination of guest lists, invitation mailings and follow up correspondence;
- Assist with the integration of VPR and Vermont PBS Major Giving Programs;
- Other Duties as assigned

EXCELLENCE IN THIS ORGANIZATION includes the following:

1. A high level of commitment and dedication to the mission of the organization and public media.
2. Preserving confidentiality appropriately.
3. Serving as an excellent ambassador for the organization, both formally and informally. Helping listeners, potential listeners, donors and potential donors connect with the organization.
4. Facilitating excellent communications across departments, among employees, and with the public. Fostering open and candid relationships with Vermont Public listeners and donors. Managing conflict constructively.
5. Demonstrating a commitment to the continuous improvement of the organization's ability to fulfill its mission and vision. Demonstrating and encouraging creativity and enthusiasm for this work.
6. Expressing consistent, high performance expectations for themselves, their department, the leadership, and the organization.
7. Developing a broad understanding of the organization's departments, programs and services sufficient to assist donors, collaborate effectively with peers, ensure excellent communication and teamwork among departments.

SUPERVISORY RESPONSIBILITIES: None

POSITION REQUIREMENTS

Education and Experience: A Bachelor's degree is preferred and a minimum of two years of experience in development and/or major gifts fundraising or an equivalent combination of education and experience.

Essential Skills: Excellent communication skills and familiarity with donor management software-- Raiser's Edge or Salesforce systems is a plus. Occasional travel throughout Vermont and surrounding regions is required.

Physical Demands: The work environment is usually in an open space office or remotely from home; occasional travels for off-site events or training. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please note: This is not an all-encompassing statement of this position's responsibilities. While it attempts to be comprehensive, new responsibilities may be assigned to this position at any time.