

Job Announcement: Development Coordinator

MountainStar Family Relief Nursery

The Development Coordinator supports the needs of the Development Department and reports to the Development Director. The Development Coordinator is responsible for supporting all fundraising and marketing activities that result in sustainable funding for MountainStar's child abuse and neglect prevention work.

About Us and Our Values:

MountainStar Family Relief Nursery is a 501c3 nonprofit operating in Crook, Deschutes and Jefferson counties. Our mission is to prevent child abuse and neglect through community support and therapeutic services that help vulnerable children and families succeed. Services include early childhood classes emphasizing social-emotional development, home visits, supervised visits for children in foster care, and other family supports.

Our values are:

1. Caring – welcoming, trauma-informed, non-judgmental, family-focused, compassionate, honest, and fun.
2. Collaborative –engaged with clients, supporters, program partners, and communities.
3. Excellence – committed to quality programs, current research, continuous learning, and robust evaluation.
4. Inclusive – seek out and value diverse perspectives, understand and address systemic barriers equitably.

Essential Job Functions:

Data Management (30%)

- Record all donations and donor info, manage coding/processing/acknowledgements, and lead creation of donor communication
- Maintain accurate records, follow data entry protocol, perform database maintenance
- Analyze and strategically segment donor data, develop goal measurements, generate regular reports, and troubleshoot donor records
- Track donors, volunteers, stakeholders, event attendees, and new member engagement
- Maintain department calendar; identify and participate in outreach opportunities

Development Activities (30%)

- Answer development phone and email, respond to donor inquiries and requests for assistance
- Participate in fundraising/marketing/event strategizing, planning, and implementation
- Assist Development Director in building relationships to secure donations (individual and business)
- Coordinate and order event materials and organization assets for presentation and distribution (handouts, brochures, displays, etc.)
- Develop and execute major gift and planned giving tracking and campaigns
- Create an annual plan for donor recruitment, retention, and increases in annual giving
- Provide general support for the Development Department as needed

Communications, Events, & Outreach (30%)

- Assist with event logistics, maintain guest lists/invites, prepare materials, day-of implementation
- Assist with identifying and soliciting in-kind donations and event sponsors
- Update and prepare mailing lists, coordinate production and mailing of time-sensitive projects
- Assist with website management, social media presence, online fundraising, and outreach
- Develop email fundraising appeals, targeted communications, and small-dollar campaigns
- Represent MountainStar at community events and tabling opportunities
- Coordinate with the Development Director and Events & Marketing Manager to ensure all

- communications/materials are consistent with organization-wide communication strategies
- Assist the Events & Marketing Manager as needed

Other (10%)

- Attend and actively participate in department meetings, monthly board meetings, and other organization-wide activities
- Seek out and participate in organizational and professional development, build relationships through community networking
- Manage files, schedule meetings, take meeting minutes, and prepare materials for meetings
- Support grant writing and reporting as needed
- Occasional travel within the region
- Other Duties as Assigned

Knowledge, Skills, and Abilities:

- Commitment to offering non-judgmental help to vulnerable children and their families
- Bachelor's Degree or relevant skills
- At least two years of successful work experience, preferably in nonprofit fundraising/marketing
- Extensive computer experience, including proficiency with Microsoft Word, Excel, Outlook
- Excellent communication skills, ability to handle confidential information with discretion
- Exceptional organizational skills, attention to detail, tracking of various projects and deadlines
- Reliable vehicle and ability to travel occasionally around the Central Oregon region

Success Factors:

- Experience working with a donor database (preferably eTapestry)
- Experience planning and executing events
- Ability to work independently and as a part of a team
- Energetic and forward-looking thinker who actively seeks opportunities and proposes solutions
- Bonus skills: Marketing, presenting, writing/publishing website and social media content

Salary Range + Benefits:

This is a full time 40 hour per week salaried position exempt from overtime. Starting salary depends on experience and qualifications: \$44,000 - \$47,000, wage differential if bilingual, plus benefits. All positions at MountainStar Family relief Nursery are contingent upon the availability of funding.

MountainStar is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, gender, sexual orientation, age, or disability.