



Development Coordinator

The Kadima Development Coordinator is a new full-time position that will support the Development Director in all development, outreach and special event activities of the agency.

Responsibilities

- Assist with planning special events which will include working with committees, creating minutes and coordinating logistics with vendors, community partners and volunteers
- Coordinate Kadima's presence at community events as vendor or partner
- Manage all development administrative activities, including maintaining the donor database, entering weekly donation entries, creating tribute acknowledgements and other tasks
- Support development and execution of new Kadima Gift Registry Program (be point of contact, monitor donations, follow up with donors)
- Maintain Kadima's social media presence and update blogs
- All other duties as designated by the Development Director

Preferred Qualifications and Skills

- Bachelors Degree
- A minimum of one year experience in development office position
- Excellent interpersonal, verbal and communication skills
- Proficiency in Microsoft Word, Excel and donor databases
- Ability to present information concisely and effectively, both verbally and in writing
- Ability to organize and prioritize work
- Ability to work independently with little supervision, as well as work as part of a team

Reports to: Development Director

Submit your resume and cover letter to Pat Johnson at patj@kadimacenter.org.