



**Intervale Center**  
Job Description  
Updated: April 2019

---

**Position: Development Coordinator**

**Reports to:** Development Director

Full-time (40 hrs/week)

**Summary of Position:** The Development Coordinator participates as a member of the Center's development and communications team, providing critical leadership in the areas of donor stewardship, donor tracking, appeals, events, and communications. They process donations, manage the donor database, oversee appeals, support events, and accomplish other important tasks as needed.

**Roles and Responsibilities:**

- Process donations; maintain donor database (Little Green Light); produce acknowledgment letters. Manage donor filing system. Conduct prospect research. Coordinate donor visits.
- Oversee spring and fall appeals; lead the creation and execution of all organizational fundraising campaigns and appeals.
- Work with Development team to coordinate entire series of Intervale Center events, including Summervale and Wintervale events series. Track event revenues.
- Research and implement diverse and effective types of fundraising.
- Prepare grant applications. Support the grant and business partnership functions.
- Creates content for communications, including press releases, printed materials, e-newsletter and blog, as well as external blog and newsletter content. Oversees the production of the Impact Report in partnership with the Donor Relations Manager.
- Participate in the development and monitoring of the strategic plan and long-term development planning.
- Manage volunteer data and cultivate volunteer-donor relationships, including corporate volunteers

**Qualifications:**

- Minimum two years' experience working in development, marketing or communications.
- Excellent verbal and written communication, public speaking and computer skills, including database management. Experience with Little Green Light and Mailchimp a plus.
- Strong time management skills and excellent attention to detail.
- A passion for community food systems, thoughtfulness, a sense of humor, and a desire to grow into a long-term role as a key Development staff person for the organization.

The Intervale Center is an Equal Opportunity Employer. To apply, please send a cover letter and resume to [jobs@intervale.org](mailto:jobs@intervale.org) by April 24th. Compensation is \$20-22/hour and includes health, dental and limited wellness benefits. Position is based in Burlington, VT.