

JOB TITLE: Administrative and Development Coordinator

CLASSIFICATION: Non-Exempt

REPORTS TO: Manager of Finance and Administration and Director of Development & Community Relations

SUPERVISES: None

DATE: January 17, 2025

GENERAL SUMMARY:

The **Administrative & Development Coordinator** serves as a critical support role at Aaron's Acres, combining administrative functions with the planning and coordination of special events. This position is responsible for maintaining the smooth operation of office functions while assisting in the execution of fundraising events, outreach activities, and donor stewardship initiatives. The role supports both the Manager of Finance and Administration and Director of Development & Community Relations, contributing to both day-to-day administrative tasks and event planning efforts, while ensuring that all tasks are carried out efficiently, professionally, and in alignment with the organization's mission and goals.

ESSENTIAL FUNCTIONS:

Administrative Support:

- Manage office supplies and inventory (e.g., copy paper, cleaning supplies, etc.), and request orders as necessary after obtaining approval.
- Perform clerical duties such as copying, mailing, filing, and managing correspondence.
- Ensure timely acknowledgements of donations, including sending appropriate tax information to donors within 3 working days of receipt.
- Maintain confidentiality of the organization, donors, and constituents.
- Develop and update address lists, including email and other key contact information.
- Assist with general administrative tasks as needed to support the team.
- Manage and update donor information and event data in the **Salesforce.com** database, ensuring accuracy of both relationship and transactional content.
- Perform weekly backups of the Salesforce database to safeguard donor and event information.
- Support the administrative team in organizing internal meetings and preparing materials

Event Planning & Donor Stewardship

- Lead and support the planning and execution of events, including fundraising and donor stewardship events, outreach activities, and volunteer engagement efforts.
- Collaborate with staff to develop creative timelines, forms, invitations, promotional materials, and event programs, ensuring brand consistency both internally and externally.

- Oversee event logistics, including vendor coordination, tracking RSVPs, event promotion, and budget management.
- Manage event budgets in collaboration with the Director of Development, ensuring financial goals are met.
- Ensure events run smoothly by meeting deadlines, resolving issues, and adapting to changes as they arise.
- Coordinate and communicate with volunteers, committees, and vendors to ensure all event details are handled professionally.
- Assist with post-event evaluations to analyze successes and identify areas for improvement.
- Provide stewardship to event sponsors and donors, developing/tracking sponsorship benefits and ensuring recognition is provided according to agreed terms.
- Take photographs and videos at events, programs, etc.
- Act as liaison with Marketing Firm (currently Kinectiv) to ensure appropriate and timely posts throughout the year
- Maintain event files, including photographs and documents related to event planning and execution.

NOTE: The list of essential functions is not exhaustive. It may be supplemented as necessary.

JOB REQUIREMENTS:

- **Education:** Bachelor's Degree in Public Relations, Business, Nonprofit Management, or a related field is preferred.
- **Experience:**
 - At least **two (2) years** of experience in administrative support or event coordination, ideally within a nonprofit environment.
 - **Fundraising and/or marketing experience** is preferred, particularly related to donor engagement and stewardship.
 - Experience with **Salesforce.com** or other CRM systems is a plus.
- **Required Skills:**
 - **Organization:** Strong ability to manage multiple tasks and projects simultaneously with attention to detail.
 - **Event Coordination:** Demonstrated experience with planning and executing events, including budget management and vendor coordination.
 - **Communication:** Excellent verbal and written communication skills, able to effectively engage with diverse audiences, including donors, volunteers, and vendors.
 - **Financial Management:** Ability to track and manage event budgets and expenses.

- **Technical Skills:** Proficiency with Microsoft Office Suite (Excel, Word, Outlook) and familiarity with web-based applications and CRM databases.
- **Time Management:** Strong project management and organizational skills, with the ability to meet tight deadlines and manage multiple priorities.
- **Interpersonal Skills:** Ability to build and maintain relationships with internal and external stakeholders.

- **Preferred Skills:**
 - **Camera and Video Skills:** Ability to take pictures and video footage to use for promotional materials that is produced internally (as well as for media posting)

- **Additional Requirements:**
 - Valid **Pennsylvania Driver's License**.
 - Ability to work flexible hours, including evenings or weekends, when needed for events.
 - Ability to work independently and collaboratively with minimal supervision.