



## **JOB ANNOUNCEMENT**

### **DEVELOPMENT COORDINATOR**

**Reports To:** Development Director

**Team/Department:** Advancement/Development

**FLSA Status:** Non-Exempt

**Location:** Amazing Place Central

**Hours:** Part-time (20 hours per week)

#### **EMPOWERING LIVES SINCE 1996:**

Amazing Place began as The Senior's Place in two converted classrooms at St. Luke's United Methodist Church in 1996 under the leadership of Rev. Dean Robinson. Today, we annually serve more than 10,600 individuals and opened our second campus in Katy in 2025.

#### **OUR MISSION:**

We empower families facing the challenges of dementia and Alzheimer's and advance brain health for all.

#### **WHO WE ARE:**

At Amazing Place, we believe that those living with dementia can live full, meaningful lives. We also believe much can be done to embrace good brain health, protect memory, slow progression of and prevent neurological disorders.

#### **POSITION OVERVIEW:**

The primary role of the Development Coordinator is to maintain the database systems and donor communication required to support the fundraising activities of the Development Department. The Development Coordinator manages the donor database/CRM DonorPerfect for the purpose of donor tracking and gift processing. Responsibilities include receiving and processing all gifts and reports for Amazing Place and creating donor acknowledgements, including in-kind gifts. The Development Coordinator will work closely with the Development team and reports to the Development Director.

#### **RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Attain proficiency in and maintenance of donor software/CRM, DonorPerfect
- Enter financial gifts into donor database and process acknowledgment letters and communications as needed
- Responsible for ensuring that all gifts/pledges are inputted and acknowledged in a timely manner
- Notify appropriate team members of gifts which require special contact
- Maintain backup of financial information, gift log and donor acknowledgement letters



- Support execution of fundraising events by tracking attendees and managing spreadsheet as gifts/pledges arrive
- Manage data changes and profile updates in a timely manner
- Responsible for donor list pulling, reviewing, and editing for mailings
- Responsible for maintenance of DonorPerfect donor database and files
- Input donor contacts and communications into DonorPerfect, as needed
- May occasionally make donor communications/outreach, as needed
- Review print materials and communications, as needed
- Attend development team meetings and committee meetings, as needed
- Perform all other duties as assigned or requested

### **QUALIFICATIONS:**

- Prefer Bachelor's Degree in Business, Marketing, Communications or related discipline.
- Some experience in fundraising, communications, and/or marketing preferred.
- Strong working knowledge of computer software for word processing and spreadsheets (MS Word and Excel are a must). Familiar with general office equipment.
- Flexible, supportive, helpful attitude while working with a variety of staff and volunteers.
- Strong organizational and intuitive skills
- Excellent verbal and written communication skills.
- Must be a team player that works well with others, while also maintaining the ability to work independently.

### **GENERAL INFORMATION:**

This is a part-time position. The Development Coordinator must maintain a professional appearance, be able to work well with members of the Board of Directors, volunteers, other staff, and members of the community. Attention to detail is a must.

### **CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

Maintain current CPR, AED, provided by Amazing Place.

### **SPECIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

Possesses solid organizational skills as well as intermediate to advanced computer/technology proficiency. Understands the concept of being a team player in a work environment where employees consistently come together for the greater good. Recognizes that the unpredictable nature of working with dementia patients could occasionally involve contributing more than your share of the workload to achieve a departmental or participant outcome. Maintains a cheerful communication style, demonstrating the necessary patience to work well with people who have mild to moderate dementia.



### **COMPETENCY:**

Amazing Place's mission is to provide fellowship, memory care and wellness for adults with mild and moderate memory loss, and to support their families and the community. Consequently, we feel that to fulfill this mission, we must strive to hire employees who possess the following qualities. A successful candidate must be:

- Respectful
- A Team Player
- Flexible
- Trustworthy
- Empathetic
- Considerate

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

*The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.*

### **COMPENSATION**

This is a non-exempt position, and compensation is commensurate with experience.

### **APPLICATION PROCESS**

Resumes are currently being accepted and will continue to be accepted until a candidate has been selected. To apply please submit your resume, cover letter and salary requirements to [careers@amazingplacehouston.org](mailto:careers@amazingplacehouston.org). Only those selected for an interview will be contacted.