



Development Coordinator Job Description

Pay: \$45,000-\$50,000

Office Location: Louisville, KY

Reports to: Director of Development

FLSA Status: Exempt – Salary

Essential Responsibilities:

The Development Coordinator will join a dynamic and passionate team dedicated to advancing VIPS' mission. This role reports to the Director of Development and is specifically responsible for planning, organizing, and managing fundraising events. Additionally, the Development Coordinator will provide critical assistance with various activities and tasks to support the Director of Development in raising essential funds. This position requires strong organizational skills, creativity, and a collaborative spirit to drive impactful fundraising efforts that contribute to the mission of VIPS.

The Development Coordinator will split their time between event planning (70%) and supporting other development projects (30%), making this a diverse and rewarding role for individuals eager to grow their skills in fundraising and event coordination.

Annually, the Development Coordinator is responsible for overseeing four key events: the VIPS Gala, a formal dinner featuring both silent and live auctions; the Pickleball Classic; the Golf Tournament; and the 5K Walk/Run. These events are critical to VIPS' fundraising efforts and community engagement.

While the event planning calendar tends to be lighter during the winter and summer months, the Development Coordinator will support additional projects as assigned by the Director of Development. These may include administrative assistance with the donor recognition societies, as well as ad hoc analytical, administrative, and research projects. This role requires flexibility, attention to detail, and strong interpersonal skills.

Essential Functions:

Events

- Lead the planning and coordination of all fundraising events, including managing event committee meetings.
- Manage vendor contracts and maintain positive, ongoing relationships with vendors to ensure event success.
- Prepare agendas for event committee meetings, distribute post-meeting recap documents, and create detailed pre-event summaries for VIPS staff. Develop comprehensive day-of timelines and run-of-show documents.
- Oversee the procurement of silent and live auction items, as well as bourbon pull donations, in the lead-up to events.
- Maintain event progress trackers to provide clear updates for the event committee, Director of Development, and Board of Directors.
- Collaborate with the Marketing & Communications Coordinator to develop and execute event communications and marketing plans, including save-the-dates, invitations, social media content, email campaigns, event programs, promotional materials, and press outreach.
- Manage the VIPS event web pages, ensuring all content is current and accurate. Maintain external website vendor sites, including OneCause BidPal and RaceRoster.
- Coordinate with the Database Coordinator to ensure event-related data, campaigns, and system-generated letters in Neon CRM are accurate and up to date.

- Document event-related activities and communications in the donor database, Neon CRM.
- Send personalized follow-up emails to all event participants within one week of each event, sharing highlights and inviting continued engagement with VIPS.
- Conduct post-event surveys to gather feedback, assess participant experiences, and identify potential new donors.
- Work with the Director of Finance to develop, monitor, and track event budgets to ensure cost-effective and successful execution.
- Stay informed of current trends and innovations in the event planning industry to continuously improve event quality and effectiveness.

Development

- Provide analytical, administrative, and research support to the Director of Development on various ad hoc projects.
- Assist with the administration and management of donor recognition societies, including the Illumination Circle, 1985 Society, and Visionary Society.
- Contribute to brainstorming and planning special events, as well as executing projects outlined in the Development Plan.
- Track and analyze development and fundraising metrics for events and campaigns to evaluate performance and impact.
- Attend networking events alongside the Director of Development to expand VIPS' professional network, enhance relationship management skills, and bolster outreach efforts.
- Perform other duties as assigned to support the overall success of VIPS' development initiatives.

Job Requirements

Minimum Qualifications:

- Bachelor's degree required.
- 1-2 years of experience in event management, fundraising, development, or communications.
- Exceptional written and verbal communication skills.
- Strong interpersonal, organizational, and planning abilities, with a keen attention to detail.
- Proven ability to work independently and collaboratively within a team.
- Skilled in prioritizing tasks, managing multiple projects simultaneously, and following through with minimal supervision.
- Proficient in Google Suite and comfortable using various databases; experience with Neon CRM, Canva, and MailChimp is highly desirable.
- Deep understanding of and commitment to the mission of VIPS.
- Ability to maintain a professional demeanor and handle confidential information with discretion.

Physical Requirements:

Physical exertion requirements other than routine, which may include off- and on-loading of event supplies, carrying, lifting, or other movements related to the job duties will be undertaken with the advice of the supervisor.

How to Apply:

Please apply by sending a cover letter and resume to Carol Dahmke, cdahmke@vips.org with the subject line as Development Coordinator Application - [Last Name, First Name].

The application deadline is February 15, 2025.