



Job Title: Development Coordinator
Reports To: Director of Development
FLSA Status: Exempt - Salary
Location: Onsite - Indianapolis, IN
Salary Range: \$55,000 - \$60,000

Purpose: The Development Coordinator advances the mission of VIPS (Vision Interventions & Parental Support) by building relationships and securing philanthropic support that empowers young children who are blind or have low vision to reach their highest potential. This role is responsible for identifying, cultivating, soliciting, and stewarding gifts from individuals, corporations, and organizations, while increasing awareness of VIPS' impact across Indiana and Kentucky.

Reporting to the Director of Development, the Development Coordinator leads donor discovery and engagement efforts, dedicates focused time to one-on-one relationship-building, and serves as a visible presence in Indiana. The role works collaboratively with the Development team and other VIPS leaders to engage current donors, identify untapped prospects, strengthen community connections, and generate financial support that sustains and grows VIPS' mission.

Essential Duties and Responsibilities: Development/Fundraising (100%)

Primary Roles and Responsibilities:

- Partner with the Director of Development to implement a strategic donor plan that identifies, cultivates, solicits, and stewards donors to meet or exceed revenue goals.
- Lead donor discovery and relationship-building in Indiana to start, but long-term will act as a regional development officer across the two states, dedicating focused time to identifying untapped prospects and cultivating meaningful connections that invite annual support.
- Manage a portfolio of current and prospective donors through face-to-face visits, virtual meetings, phone calls, and other engagement activities, ensuring strong, one-on-one relationships.
- Collaborate with the Grants Specialist, when appropriate, to discover, cultivate, and/or steward foundation partners as potential funders, working as partners to support large grant efforts.
- Host tours, lead community awareness initiatives, and involve the Executive Director, Director of Development, and Indiana Education Lead in donor meetings as appropriate at the Family Resource Center (FRC).
- Handle personal stewardship of Indiana donors, recording all activity in Neon CRM, and use the check scanner to deposit physical checks received at the FRC, forwarding scanned copies to the Guest Relations & Volunteer Coordinator for processing and tax acknowledgment.
- Manage the Illumination Circle by overseeing administrative operations and serving as the creative lead for events, ensuring meaningful engagement with VIPS supporters, strengthening community connections, and fostering long-term relationships to build a sustainable pipeline of donor support.
- Build and steward strategic partnerships with corporations, community foundations, and civil organizations, securing philanthropic support aligned with VIPS' mission.
- Represent VIPS at community and speaking events, community service organizations, and networking opportunities, completing funding requests as needed.
- Act as a liaison for the United Way of Central Indiana on behalf of VIPS for leadership.
- Maintain a deep understanding of VIPS' mission, programs, and fundraising priorities, and actively pursue professional development to stay current on fundraising best practices.
- Support the Director of Development with special fundraising projects, campaigns, and initiatives as needed to advance the department's goals.

- Attend Association of Fundraising Professionals Indiana Chapter and the Charitable Gift Planners of Indiana events to stay abreast of fundraising trends and create a network of fundraising professionals.
- Other duties as assigned.

Education and Experience:

- Bachelor’s degree in a related field and experience in the nonprofit sector.
- Self-motivated with a proactive approach to building and maintaining relationships.
- Minimum of 3 years of fundraising experience.

Preferred use of computer programs for: Google Workspace, NeonCRM, OneCause, Excel, Word

Personal characteristics: The incumbent should be

- Eager to learn
- Curious
- Proactive
- Organized
- Ambitious
- Driven
- Collaborative
- Creative
- Flexible
- Problem Solver
- Opportunity Finder
- Positive

Perks and Benefits

- Health coverage (VIPS pays 80% of monthly premium)
- Dental & Vision (Voluntary, employee pays)
- FSA - Medical and/or Dependent Care (Voluntary, employee pays)
- Life, AD&D, Short-Term & Long-Term Disability (VIPS pays 100%)
- 403b (Traditional &/or Roth IRA)
- Colonial Life Policies: Accident, Cancer, Hospital, Critical Illness, or Life (Voluntary, employee pays)
- Vacation & PTO
- Holidays - 14 paid days off
- Flexible work environment (40 hour work week)
- Mileage reimbursement
- Fitness Facility stipend (optional)
- Cell phone stipend

VIPS is committed to equal opportunity. We value and embrace diversity and inclusion of all Team Members.

VIPS (Vision Interventions & Parental Support) Mission Statement:

VIPS empowers families by providing educational excellence to young children with blindness or low vision in order to build a strong foundation for reaching their highest potential.

**To apply: email your cover letter and resume to [Carol Dahmke](#), HR Manager
Deadline to apply by is April 1, 2026**