



Development Coordinator

The Development Coordinator will work to execute of the organization's stewardship process and direct mail appeals, and spearhead the maintenance of the organization's donor database.

QUALIFICATIONS:

- Bachelor's degree or 2-3 years administrative experience
- Excellent communication skills, both verbal and written.
- Demonstrated interpersonal, time management and organizational skills.
- Demonstrated ability to work in a fast paced environment and attention to detail.
- Must possess excellent computer skills - Microsoft Office applications and web. Proficiency with donor databasesystems, such as NeonCRM, a plus.
- The successful candidate must possess a genuine interest in the mission of Capital Roots

RESPONSIBILITIES INCLUDE:

- Maintaining donor stewardship in accordance with organization stewardship policy
- Responsible for gift entry process, including all acknowledgements
- Preparing and reporting on direct mail appeals
- Updating donor and corporate sponsor records in the donor database
- Tracking outstanding pledges for all organizational fundraising campaigns
- Compiling donor lists for publications such as newsletter and annual report
- Preparing all online, matching gift and workplace giving reports
- Other development work as needed
- Must participate in Capital Roots events, staff meetings, and perform other duties as needed.

SALARY & BENEFITS: This position is a non-exempt full-time position (40 hours per week) with a salary of \$28,080, in a flexible work environment We offer comprehensive medical insurance and partially covered dental insurance upon hire (benefit valued at ~\$8,000). In addition to generous vacation time, we observe 11 paid holidays – including three floating holidays – and offer paid personal and sick time. You also have the option to enroll in our 403b retirement plan and are eligible for the Public Student Loan Forgiveness program.

To learn more about Capital Roots, go to www.capitalroots.org. We seek to foster diversity across our organization and welcome the unique contributions our team members make based on their diverse perspectives, backgrounds, and lived experiences.

Send cover letter and resume to:

Sean Wyse, Community Engagement Director
Capital Roots | 594 River Street, Troy NY 12180
Or by email: devmanager@capitalroots.org
NO CALLS PLEASE!

About Capital Roots - Capital Roots is striving to create a more vibrant and equitable food system in New York's Capital Region. We work to reduce the impact of poor nutrition on public health in New York's Capital Region by organizing community gardens, providing healthy food access, offering nutritional and horticultural education for all ages and coordinating urban greening programs in Albany, Rensselaer, Schenectady and southern Saratoga Counties. Our mission is to nourish healthy communities by providing access to fresh foods and green space for all.