



## DEVELOPMENT SPECIALIST POSITION DESCRIPTION

**Job Title:** Development Specialist

**FTE:** Full time (1.0)

**FLSA:** Exempt

**Mercy Connections** is an educational and social service organization dedicated to serving adults. The organization's mission is to transform lives through education, mentoring, entrepreneurship, and community engagement. Programs, classes, and resources support individuals striving for a better life. Participants include justice-involved women and underrepresented groups in the Vermont economy, former refugees, immigrants, and migrants, as well as individuals facing poverty, disenfranchisement, and social isolation. Programs aim to improve well-being, academics, provide basic education and literacy, and prepare program participants for job readiness, business ownership, leadership roles, and U.S. citizenship. In addition, the organization fosters a sense of community and fellowship, embracing a culture of genuine and inclusive hospitality where everyone is welcome to join our programs and community events.

**Position Summary:** The Development Coordinator collaborates with the development and communications team to help inspire support for Mercy Connections' mission to cultivate and grow its active donor base, meet annual fundraising goals and help significantly lift MC's profile in the community and state. This role is focused on data management, gift processing, managing mailings, prospect research, managing organizational grant calendars and portals, supporting our annual cycle of fundraising campaigns and events.

**Accountability:** Director of Development

### **Essential Responsibilities:**

- Manage appeal mailing(s) process, working in partnership with team members and external vendors.
- Gift processing; enter, prepare and send acknowledgements and reconcile with the finance office.
- Be the most knowledgeable person on staff about Mercy Connections CRM: Neon.
- Track, analyze and report on fundraising performance, overall as well as specific appeal efforts.
- Run, distribute, and design monthly, annual, and ad-hoc reports from the database.
- Maintain complete and accurate processes and systems to recognize, cultivate, acknowledge, and communicate with past and current donors.
- Maintain an accurate and thorough timeline of grant applications, portals, and reporting.

- Work with the director of development and program directors to submit grants and reporting on time.
- Write basic copy for smaller grant portals.
- Maintain acknowledgements for grants in collaboration with the director of development.
- Research new major gift donor prospects and support the director of development and executive director in their stewardship and cultivation of major donors.
- Work collaboratively with the development and communications team to best support donor stewardship, solicitations, communications, and events.
- Deeply understand and embrace the mission and programs and services of Mercy Connections.
- Represent Mercy Connections in a manner that inspires confidence, models the organization's values, and contributes to excellence and accountability.
- Actively participate in all-staff meetings, as well as program activities and events.
- All employees are expected to perform other duties as may be assigned from time to time, to meet the needs of the organization.

**Qualifications:**

- Bachelor's Degree in related field required and 3-5 years of development and communications experience and responsibility.
- Demonstrated work experience in data entry, data management, and manipulation in a similar database.
- Highest level of attention to detail, accuracy, and confidentiality.
- Demonstrated knowledge of the fundraising process and needs of relationship building.

**Required Skills/Abilities**

- Demonstrates excellent interpersonal and communications skills.
- Demonstrated capacity to work independently without close oversight while acting as a team player, highly organized with experience managing and accomplishing multiple tasks simultaneously.
- Exhibits a positive, supportive, and cooperative disposition toward others emphasizing patience, understanding, and empathy.
- Self-aware about strengths and weaknesses and how to compensate for each.
- Commitment to equity, inclusion and belonging for all.
- Desire to join a mission-driven non-profit; sensitivity and respect for mission, values and culture of Mercy Connections.

**Physical Requirements**

- Ability to be mobile in an office setting.
- Ability to work at a computer station for documentation and progress reporting.

**Travel**

- Any travel requires use of own means of transportation.



**Remote Work**

- Remote work requests will be reviewed and considered in accordance with 21 V.S.A. § 309.

**Additional Information:**

Application materials must include a resume and a letter of interest (Cover Letter) specifically addressing the desired qualifications.

Mercy Connections is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All members of the Mercy Connections community are valued as individuals.

