

Wernle Youth & Family Treatment Center
Job Description

Job Title: Development & Special Events Coordinator
Company: Wernle Youth & Family Treatment Center
Department: Development
Reports to: Philanthropy Officer or designee
Status: Full Time-non-exempt

Wernle Youth & Family Treatment Center is a non-profit residential treatment – behavioral health care agency committed to providing quality services to children and their families through caring programs and healing relationships, which are reflective of Wernle’s Lutheran mission.

Job Summary:

The Development and Special Events Coordinator will provide support to and work in collaboration with the Development department team. This position requires strong organizational skills and an ability to prioritize as well as multi-task. Fund development is essential to the overall success of the organization and therefore it is imperative that the person in this role be dedicated to providing the support needed by the department to assist in securing the resources necessary for providing support to those accessing these vital programs. This is a crucial role at Wernle.

Essential Duties and Responsibilities:

- Team player with a sense of humility and desire to learn
- Assist team in meeting all requirements with revenue and expenses for budget
- Performs data entry, donor acknowledgements, and provides supervision of donor database (Blackbaud/Raiser’s Edge)
- Supports donor communications, to include newsletters, annual report, monthly e-blasts, social media, E-blasts, appeals, and website monitoring
- Work with Development Team on content for website and keeping information current
- Obtain & maintain all email addresses and keep “Mailchimp” current
- Event support for Catalys4Change, Coaches4Kids, Norte Dame Tailgate, spring and fall gatherings, Open Houses, and other events as needed.
- Supervise resident’s personal special events working with program support staff

- Liaison to direct care staff to gain resident stories, and secure artwork for the annual holiday card
- Responsible for the recruitment, training and management of volunteers as related to all special events
- Assist with scheduling and executing campus tours as necessary
- Provides regularly assigned administrative duties in support of development staff
- Works with and helps guide part-time development support staff to complete tasks and meet departmental deadlines and goals
- Provides administrative support when needed and performs other duties as assigned

Education and Experience:

Some college required; BA/BS Degree or equivalent preferred. One or more years' development experience preferred or related experience. Position requires above average computer skills in word processing, spreadsheets and databases and above average writing skills and experience in the basic use and trouble shooting of basic office equipment. Knowledge of "Blackbaud" software preferred.

Language Skills:

Possesses ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals; ability to write routine reports and correspondence; ability to verbally communicate with residents and co-workers.

Mathematical Ability:

Possesses ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent.

Reasoning Ability:

Possesses ability to apply reasonable understanding to carry out instructions provided in verbal, written or diagram format; ability to exercise good judgment; ability to identify and respond to problems and crises in the period and manner demanded by their severity.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Physical requirements include**, but are not limited to, the ability to reach with hands and arms, talk, hear, stand,

walk, run, sit, use hands to finger, handle or feel, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Mental Requirements:

The mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Mental requirements include**, but are not limited to, the ability to concentrate, take initiative, cope with stress, adapt to and stay alert in a busy work environment. Other requirements include the ability to maintain personal and emotional boundaries with residents and the ability to accept and manage change and ambiguity in a variety of situations.

Work Environment:

The work environment described here is representative of that which 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.

I have read the above job description and fully understand the requirements set forth therein. I accept the position of Development Coordinator and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my abilities.

Employee Signature

Date